

# Holiday Closure Notice

Dear [Customer/Client Name],

We are writing to inform you that our office will be closed for the holiday season from [start date] to [end date]. During this time, we will not be able to respond to inquiries or process orders.

We appreciate your understanding and wish you a joyous holiday season. Normal business hours will resume on [reopening date].

Thank you for your continued support.

Sincerely,

[Your Name]

[Your Position]

[Your Company]

[Contact Information]