

Winter Break Advisory

Dear [Recipient's Name],

As the winter season approaches, we would like to remind you of our upcoming winter break:

- **Start Date:** [Start Date]
- **End Date:** [End Date]

Please ensure that all assignments and pending work are submitted by [Submission Deadline]. Our office will be closed during the winter break, and regular operations will resume on [Return Date].

We wish you a safe and enjoyable winter break. Should you have any questions, feel free to reach out before the break begins.

Best regards,

[Your Name]

[Your Position]

[Your Institution]