

Holiday Timetable Details

Dear [Recipient's Name],

We are pleased to share the holiday timetable for the upcoming holiday season:

Holiday Schedule

| Date | Holiday | Hours |
|-------------------|----------------|-------------|
| December 24, 2023 | Christmas Eve | 9 AM - 3 PM |
| December 25, 2023 | Christmas Day | Closed |
| December 31, 2023 | New Year's Eve | 9 AM - 5 PM |
| January 1, 2024 | New Year's Day | Closed |

Please plan accordingly, and feel free to reach out if you have any questions.

Best regards,
[Your Name]
[Your Position]
[Your Company]