

Holiday Closure Reminder

Dear [Recipient's Name],

We want to take a moment to inform you that [Your Company/Organization Name] will be closed for the holiday season from [Start Date] to [End Date].

During this time, our team will be unavailable to respond to inquiries. We encourage you to plan accordingly and reach out to us before the closure if you need assistance.

We appreciate your understanding and wish you a joyous holiday season!

Best regards,

[Your Name]

[Your Position]

[Your Company/Organization Name]

[Contact Information]