

Dear [Recipient's Name],

We would like to inform you about our adjusted holiday hours for this upcoming season. Please note the following changes:

- December 24, 2023: 9 AM - 3 PM
- December 25, 2023: Closed
- December 31, 2023: 9 AM - 1 PM
- January 1, 2024: Closed

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

Best regards,

[Your Name]

[Your Position]

[Company Name]

[Contact Information]