

# Public Holiday Calendar Update

Date: [Insert Date]

Dear [Recipient's Name],

We hope this message finds you well. We would like to inform you of the updated public holiday calendar for the year [Insert Year]. Please find the list of official public holidays below:

- [Holiday Name] - [Date]
- [Holiday Name] - [Date]
- [Holiday Name] - [Date]
- [Holiday Name] - [Date]

We appreciate your understanding and cooperation regarding this update. Should you have any questions, feel free to reach out.

Best regards,

[Your Name]

[Your Position]

[Your Organization]