

Upcoming Public Holiday Notification

Dear [Recipient's Name],

We would like to inform you that [Name of the Holiday] will be observed on [Date]. In light of this public holiday, our office will be closed on this day.

Normal business operations will resume on [Date of Resumption]. Please ensure that any urgent matters are addressed prior to the holiday.

Thank you for your understanding.

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