

End-of-Year Holiday Schedule

Dear [Partner's Name],

As we approach the end of the year, we would like to inform you of our holiday schedule:

- **Holiday Closure:** [Start Date] to [End Date]
- **Normal Operations Resumes:** [Date]

Please note that during this period, our team will be unavailable for regular operations, and we appreciate your understanding. If you have any urgent matters, we recommend contacting us before [Date].

Thank you for your partnership and support throughout the year. We wish you a joyous holiday season and a prosperous New Year!

Sincerely,
[Your Name]
[Your Position]
[Your Company]