

# Dear Valued Client,

As we approach the festive season, we would like to inform you of our closure schedule:

- **Last Working Day:** December 22, 2023
- **Reopening Date:** January 3, 2024

During this time, our team will be unavailable to respond to inquiries. We appreciate your understanding and wish you a joyous holiday season.

Thank you for your continued support.

Warm regards,

Your Company Name