

# Holiday Office Hours Update

Dear Valued Suppliers,

We hope this message finds you well. As the holiday season approaches, we would like to inform you of our office hours during this period:

- **December 24, 2023:** Closed
- **December 25, 2023:** Closed
- **December 26, 2023:** Open from 9:00 AM to 3:00 PM
- **December 31, 2023:** Closed
- **January 1, 2024:** Closed
- **January 2, 2024:** Regular hours resume

During this time, please feel free to reach out via email, and we will do our best to respond promptly.

Thank you for your continued partnership. We wish you a happy holiday season!

Sincerely,

Your Company Name

Your Position

Your Contact Information