

Seasonal Holiday Downtime Notification

Dear Valued Stakeholders,

As the holiday season approaches, we would like to inform you of our operational schedule during this festive period. Our office will be closed from **[Start Date]** to **[End Date]**. We will resume normal operations on **[Return Date]**.

During this downtime, we encourage you to reach out to us with any urgent matters before our closure. We appreciate your understanding and support, and we look forward to continuing our collaboration in the upcoming year.

Wishing you a joyful holiday season!

Warm regards,

[Your Name]

[Your Position]

[Your Company]

[Contact Information]