

# Winter Holiday Shutdown Notification

Dear Valued Service Users,

We would like to inform you of our upcoming winter holiday shutdown. Our office will be closed from **December 24, 2023** to **January 1, 2024**. During this time, we will not be providing any services.

Normal operations will resume on **January 2, 2024**.

If you have any urgent matters, please reach out to us before the shutdown. We appreciate your understanding and wish you a wonderful holiday season!

Best regards,  
[Your Company Name]  
[Contact Information]