

Holiday Hours Notification

Dear [Recipient's Name],

We would like to inform you that [Training Center Name] will have altered hours during the upcoming holiday season.

Holiday Hours:

- Christmas Eve: [Time]
- Christmas Day: Closed
- New Year's Eve: [Time]
- New Year's Day: Closed

Please plan your visits accordingly. We appreciate your understanding and wish you a wonderful holiday season.

Best regards,

[Your Name]

[Your Position]

[Training Center Name]

[Contact Information]