

Notice of Public Holiday

Dear Valued Stakeholders,

We would like to inform you that our office will be closed on **[Date]** in observance of **[Public Holiday]**. Regular business operations will resume on **[Date]** .

We appreciate your understanding and support. Should you have any urgent matters, please feel free to reach out before the holiday.

Thank you for your continued partnership.

Best regards,

[Your Name]

[Your Position]

[Your Company]

[Contact Information]