

Public Holiday Notification

Dear [Supplier's Name],

We would like to inform you that our company will be observing a public holiday on [Date]. During this period, our operations will be temporarily halted, and we will not be available to process orders or inquiries.

Please ensure that any outstanding deliveries or orders are addressed prior to this date. Normal operations will resume on [Date].

Thank you for your understanding and cooperation.

Best regards,

[Your Name]

[Your Position]

[Your Company Name]

[Contact Information]