

# Public Holiday Notice

Date: [Insert Date]

To: [Contractor's Name]

From: [Your Company Name]

Subject: Notice of Upcoming Public Holiday

Dear [Contractor's Name],

We would like to inform you that [insert date(s)] will be observed as a public holiday. As such, all operations will be paused, and there will be no work conducted during this time.

Please ensure that any deliverables are scheduled accordingly leading up to the holiday. We appreciate your understanding and cooperation.

If you have any questions or require further information, please do not hesitate to reach out to us.

Thank you for your attention to this matter.

Sincerely,

[Your Name]

[Your Position]

[Your Company Name]

[Your Contact Information]