

Public Holiday Notification

Dear Valued Client,

We wish to inform you that our office will be closed for the upcoming public holiday on [Date]. We will resume normal business operations on [Date].

We appreciate your understanding and support. Should you require urgent assistance during this time, please feel free to reach out to us at [Contact Information].

Thank you for your continued partnership.

Sincerely,

[Your Name]
[Your Position]
[Your Company]