

Public Holiday Reminder

Dear [Partner's Name],

We hope this message finds you well. As we approach the upcoming public holiday on [Date], we would like to remind you that our offices will be closed in observance of this day.

We encourage you to plan accordingly and reach out to us if you have any urgent matters prior to the holiday.

Thank you for your understanding. We look forward to continuing our partnership after the holiday!

Best regards,
[Your Name]
[Your Title]
[Your Company]