

# Holiday Period Office Closure Notice

Dear Valued Clients and Partners,

We would like to inform you that our office will be closed for the holiday period from **[start date]** to **[end date]**.

During this time, we will not be available to respond to inquiries or process requests. We will resume normal operations on **[return date]**.

We appreciate your understanding and wish you a happy holiday season!

Best regards,

**[Your Name]**

**[Your Position]**

**[Company Name]**

**[Contact Information]**