

Holiday Office Closure Announcement

Dear Valued Partners,

We would like to inform you that our office will be closed for the holiday season from **[Start Date]** to **[End Date]**. During this time, we will not be available to respond to emails or phone calls.

We appreciate your understanding and wish you a wonderful holiday season. We look forward to working together in the new year.

Best regards,

[Your Name]

[Your Position]

[Company Name]

[Contact Information]