

Holiday Office Closure Notification

Dear Valued Supplier,

We would like to inform you that our office will be closed for the upcoming holiday season from **December 24, 2023** to **January 1, 2024**. We will resume normal operations on **January 2, 2024**.

During this period, our email and phone communications will be limited. We encourage you to place any orders or requests in advance to ensure timely processing.

Thank you for your understanding and cooperation. We wish you a joyous holiday season and a prosperous New Year!

Sincerely,

Your Company Name
Your Company Address
Your Company Phone Number
Your Company Email