

Dear Valued Client,

We hope this message finds you well. We would like to inform you that our office will be closed for the holiday season from [start date] to [end date]. During this period, we will not be available to respond to calls or emails.

We encourage you to reach out to us before the closure if you have any urgent matters. Regular business hours will resume on [reopening date].

Thank you for your understanding and support. We wish you a wonderful holiday season!

Best regards,

[Your Name]

[Your Position]

[Your Company Name]

[Contact Information]