

Holiday Office Closure Update

Dear [Stakeholders' Names],

We hope this message finds you well. We are writing to inform you about our office closure during the upcoming holiday season.

Our office will be closed from [Start Date] to [End Date]. We will resume regular business hours on [Reopening Date]. During this time, our team will not be available for regular communications.

If you have any urgent matters, please reach out to us before [Start Date]. We appreciate your understanding and support.

Wishing you a joyous holiday season!

Sincerely,

[Your Name]

[Your Position]

[Your Company]