

Holiday Office Shutdown Notification

Dear Valued Customer,

We would like to inform you that our office will be closed for the holidays from **[Start Date]** to **[End Date]**. During this period, our team will not be available to assist you.

We kindly ask that you plan accordingly and reach out to us before the shutdown if you have any urgent matters. Our normal business operations will resume on **[Resumption Date]**.

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

Sincerely,
[Your Company Name]