

# Holiday Closure Notification

Dear [Supplier's Name],

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 processing any orders or shipments.

Please ensure that any necessary arrangements are made in advance to avoid disruptions during our closure. We appreciate your understanding and support.

Our team will resume regular operations on [Reopening Date]. If you have any urgent matters, please reach out to us prior to our closure.

Wishing you a wonderful holiday season!

Best regards,

[Your Name]

[Your Position]

[Your Company]

[Contact Information]