

Holiday Operations Schedule for Suppliers

Dear [Supplier's Name],

We hope this message finds you well. As the holiday season approaches, we would like to inform you about our operations schedule during this period.

Holiday Schedule

- **Office Closure:** [Start Date] to [End Date]
- **Last Day of Operations:** [Date]
- **Reopening Date:** [Date]

Please ensure that all necessary arrangements are made for the timely fulfillment of orders before and after the holiday break.

If you have any questions or concerns regarding this schedule, feel free to contact us at [Contact Information].

Thank you for your continued partnership. Wishing you a joyous holiday season!

Best Regards,

[Your Name]

[Your Position]

[Your Company Name]

[Your Contact Information]