

# Holiday Schedule Notification

Dear Valued Supplier,

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

## Holiday Hours:

- December 24, 2023: Closed
- December 25, 2023: Closed
- December 26, 2023: Open from 9 AM - 3 PM
- December 31, 2023: Closed
- January 1, 2024: Closed

Please ensure that any supplies or orders needed during this time are coordinated in advance. Our regular hours will resume on January 2, 2024.

Thank you for your cooperation and support.

Best regards,

Your Company Name

Your Company Address

Your Contact Information