

# Seasonal Closure Announcement

Dear Valued Vendor,

We hope this message finds you well. As we approach the seasonal changes, we would like to inform you about our upcoming seasonal closure.

Our business will be closed from **[Start Date]** to **[End Date]**. During this period, we will not be able to process orders or respond to inquiries.

We kindly ask you to plan accordingly and ensure that all deliveries and commitments are made before the closure dates to avoid any disruptions.

Thank you for your understanding and support. We look forward to working with you again upon our reopening.

Best regards,

**[Your Name]**

[Your Position]

[Your Company Name]

[Contact Information]