

Supplier Holiday Break Notice

Date: [Insert Date]

Dear Valued Customer,

We would like to inform you that [Supplier Company Name] will be observing a holiday break from [Start Date] to [End Date]. During this time, our offices will be closed, and we will not be processing orders or providing customer support.

We kindly ask that you plan your orders accordingly and place any urgent requests before [Deadline Date]. Normal operations will resume on [Return Date].

Thank you for your understanding, and we wish you a happy holiday season!

Best Regards,

[Your Name]

[Your Title]

[Supplier Company Name]

[Contact Information]