

Notice of Holiday Shutdown

Dear Valued Customer,

We would like to inform you that **[Supplier Name]** will be closed for our annual holiday shutdown from **[Start Date]** to **[End Date]**. During this period, our operations will be temporarily suspended.

We encourage you to place your orders in advance to ensure that you receive your products without interruption. The last shipment date before the holiday shutdown will be **[Last Shipment Date]**.

Our team will resume normal operations on **[Reopening Date]**.

Thank you for your continued support. We wish you a wonderful holiday season!

Sincerely,

[Your Name]

[Your Position]

[Supplier Name]

[Contact Information]