

Seasonal Closure Reminder

Dear [Supplier's Name],

We hope this message finds you well. As the holiday season approaches, we would like to remind you of your upcoming seasonal closure.

Please note that your company will be closed from [start date] to [end date]. We would appreciate it if you could ensure that all pending orders are processed before your closure to avoid any disruptions.

If there are any specific arrangements or changes we should be aware of during this period, please let us know at your earliest convenience.

Thank you for your attention to this matter, and we wish you a joyful holiday season.

Best regards,

[Your Name]

[Your Position]

[Your Company Name]

[Your Contact Information]