

# Holiday Closure Notification

Dear Valued Customer,

We want to inform you that our office will be closed for the holidays from **[Start Date]** to **[End Date]**. We will resume regular business hours on **[Reopen Date]**.

During this time, we will not be processing orders or responding to inquiries. We encourage you to place any necessary orders before **[Last Order Date]**.

We appreciate your understanding and wish you a joyous holiday season!

Best Regards,

[Your Company Name]

[Your Contact Information]