

Year-End Closure Update

Dear [Partner's Name],

As we approach the end of the year, we would like to take a moment to update you on our year-end closure process and express our gratitude for your partnership throughout the year.

Our office will be closed from [Start Date] to [End Date] to allow our team to enjoy the holiday season and prepare for the upcoming year. During this time, all operations will be temporarily suspended.

If you have any urgent matters that require attention, please reach out to us before [Cut-off Date]. We will resume normal operations on [Reopening Date].

Thank you for your understanding and support. We look forward to continuing our successful partnership in the new year.

Wishing you a joyful holiday season and a prosperous new year!

Best regards,
[Your Name]
[Your Position]
[Your Company]