

Academic Calendar Holiday Outline

Date: [Insert Date]

To: [Recipient's Name]

From: [Your Name]

Dear [Recipient's Name],

Please find below the outline of the academic calendar holidays for the upcoming year:

| Holiday | Date | Notes |
|--------------------|---|-------------------------------|
| New Year's Day | January 1, [Year] | Observation Day |
| Spring Break | March 15-19, [Year] | Classes Resume on March 22 |
| Memorial Day | May 31, [Year] | No classes |
| Independence Day | July 4, [Year] | No classes |
| Thanksgiving Break | November 24-26, [Year] | Classes Resume on November 29 |
| Winter Break | December 20, [Year] - January 2, [Following Year] | Classes Resume on January 3 |

If you have any questions or require further information, please do not hesitate to contact me.

Best regards,

[Your Name]

[Your Position]

[Your Institution]