

Happy Holidays!

Dear [Recipient's Name],

As the festive season approaches, we wanted to send a friendly reminder about our holiday schedule:

- **Office Closure:** Our office will be closed from [Start Date] to [End Date].
- **Last Working Day:** [Last Working Day before the break].
- **Reopening:** We will resume normal operations on [Reopening Date].

If you have any urgent matters, please contact us before the break. We appreciate your understanding and cooperation.

Wishing you and your loved ones a joyful festive season!

Best Regards,

[Your Name]

[Your Position]

[Your Company]