

Festive Season Shutdown Notice

Date: [Insert Date]

To: [Contractor's Name]

Company: [Contractor's Company Name]

Address: [Contractor's Address]

Dear [Contractor's Name],

As we approach the festive season, we would like to inform you about our scheduled shutdown period.

Shutdown Period: [Insert Start Date] to [Insert End Date]

During this time, all ongoing projects and activities will be temporarily paused. We encourage you to plan accordingly and ensure that all necessary arrangements are made prior to the shutdown.

We appreciate your cooperation and support throughout the year. Wishing you and your team a joyful festive season.

Thank you,

[Your Name]

[Your Position]

[Your Company Name]

[Your Contact Information]