

Holiday Break Update

Dear [Contractor's Name],

I hope this message finds you well. As we approach the holiday season, we wanted to provide you with an update regarding the upcoming break.

Our office will be closed from [Start Date] to [End Date]. During this time, we will not be able to respond to emails or phone calls. We will resume normal operations on [Return Date].

Please ensure that any urgent matters are addressed before the holiday break. If you need to reach out for any critical issues, please contact [Alternate Contact Name] at [Alternate Contact Email/Phone].

We appreciate your understanding and wish you a wonderful holiday season.

Best regards,

[Your Name]

[Your Position]

[Your Company]

[Contact Information]