

Holiday Recess Notification

Dear [Client's Name],

We hope this message finds you well. As we approach the holiday season, we would like to inform you about our upcoming holiday recess.

Our office will be closed from [Start Date] to [End Date]. During this period, we will not be available to respond to emails or phone calls. We encourage you to reach out to us before [Start Date] for any urgent matters that may require our attention.

We appreciate your understanding and support throughout the year. We wish you and your loved ones a wonderful holiday and a prosperous New Year!

Sincerely,

[Your Name]

[Your Title]

[Company Name]

[Contact Information]