

Winter Holiday Closure Notice

Dear Valued Clients,

We would like to inform you that our office will be closed for the winter holidays from **December 24, 2023** to **January 2, 2024**. We will resume regular business hours on **January 3, 2024**.

Should you have any urgent matters that require immediate attention, please feel free to contact us before our holiday closure.

Thank you for your understanding and support. Wishing you a joyful holiday season!

Sincerely,

Your Company Name
Your Company Address
Your Company Email
Your Company Phone Number