

Contractor Holiday Schedule Notification

Date: [Insert Date]

To: [Recipient's Name]

From: [Your Company Name]

Subject: Holiday Schedule Notification

Dear [Recipient's Name],

We hope this message finds you well. As the holiday season approaches, we want to inform you of our holiday schedule and potential impacts on our services.

Our office will be closed on the following dates:

- [Holiday 1] - [Date]
- [Holiday 2] - [Date]
- [Holiday 3] - [Date]

During this period, our response times may be slower than usual. We appreciate your understanding and patience.

Please feel free to reach out if you have any questions or need assistance before the holiday break.

Wishing you and your team a wonderful holiday season!

Sincerely,

[Your Name]

[Your Position]

[Your Company Name]

[Contact Information]