

# Public Holiday Observance Notification

Dear Valued Stakeholders,

We would like to inform you that our offices will be closed in observance of the upcoming public holiday on [Date]. We appreciate your understanding and cooperation during this time.

Normal business operations will resume on [Date]. Should you have any urgent matters, please feel free to reach out to us before the holiday.

Thank you for your continued support.

Best Regards,  
[Your Name]  
[Your Position]  
[Your Company]