

Winter Break Notification

Dear Students,

We hope this message finds you well. As we approach the end of the semester, we would like to remind you of the upcoming winter break. Please find the relevant details below:

- **Start Date:** December 20, 2023
- **End Date:** January 3, 2024
- **Return to Classes:** January 4, 2024

We encourage you to take this time to relax, recharge, and spend quality time with family and friends. As always, we wish you a safe and joyous winter season.

Best regards,

[Your Name]

[Your Position]

[School/Organization Name]