

# Winter Holiday Closure Announcement

Dear Valued Customers,

We would like to inform you that our offices will be closed for the winter holidays from **December 24, 2023** until **January 1, 2024**. We will resume regular business hours on **January 2, 2024**.

During this time, all inquiries and orders will be processed when we return. We appreciate your understanding and support.

Wishing you a joyful holiday season and a happy New Year!

Sincerely,

The [Your Company Name] Team