

# Winter Break Business Shutdown Notification

Dear Valued Customers and Partners,

As the winter season approaches, we would like to inform you that our office will be closed for the winter break from **December 22, 2023** to **January 2, 2024**. We will resume normal operations on **January 3, 2024**.

During this time, please note that all services will be temporarily suspended, and we will not be available to respond to inquiries or process orders. We encourage you to plan accordingly to avoid any inconvenience.

We appreciate your understanding and support, and we wish you a wonderful holiday season!

Best Regards,

[Your Company Name]

[Your Contact Information]