

Bank Holiday Observance Notification

Dear [Partner's Name],

We hope this message finds you well. We would like to inform you that our office will be closed on [Date] in observance of the national bank holiday. During this time, our team will not be available to assist with any inquiries or transactions.

We encourage you to plan accordingly and make any necessary arrangements prior to this date. Regular business operations will resume on [Date].

Thank you for your understanding, and we appreciate your partnership.

Best regards,

[Your Name]

[Your Position]

[Your Company Name]

[Your Contact Information]