

Dear Valued Account Holder,

We would like to remind you that our bank will be closed on [Bank Holiday Date] in observance of [Name of Bank Holiday].

Please plan your transactions accordingly, as all branches will resume normal business hours on [Next Business Day].

If you have any urgent requests, please feel free to use our online banking services or contact our customer service team.

Thank you for your understanding and cooperation.

Sincerely,
[Your Bank's Name]