

Informing customers and employees of holiday schedule

Subject: Announcement of Holiday Schedule

Dear Clients and Partners,

Please be informed that [Company Name] will observe the following holiday schedule: [List Dates].

During this period, our offices will be closed, and normal operations will resume on [Resume Date].

We apologize for any inconvenience and thank you for your understanding and cooperation.

Sincerely,

[Your Name]

[Position]

[Company Name]

Get more templates here: <https://www.lettersandtemplates.com/letters/business-announcements>