

Formal Business Holiday Letter

Subject: Holiday Greetings and Office Closure Notice

Dear Valued Clients and Partners,

As the holiday season approaches, we would like to extend our warmest greetings and best wishes for the year ahead. Please note that our offices will be closed from [Start Date] to [End Date] to allow our staff to enjoy the festivities with their families.

During this period, our team will not be available for routine inquiries; however, we will respond promptly to urgent matters upon reopening. We appreciate your understanding and look forward to continuing our successful partnership in the new year.

Sincerely,

[Your Name]

[Title/Position]

[Company Name]

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