

Official Holiday Closure Notice

Subject: Office Holiday Closure Notification

Dear Customers,

Please be advised that our offices will be closed for the holidays from [Start Date] to [End Date].

During this time, normal business operations will be suspended.

We apologize for any inconvenience this may cause and encourage you to reach out before or after the closure period for assistance. We appreciate your understanding and wish you a joyful holiday season.

Best regards,

[Your Name]

[Title/Position]

[Company Name]

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