

Formal holiday letter template for clients

Subject: Season's Greetings and Holiday Schedule

Dear [Client Name],

We would like to extend our warmest greetings for the holiday season. Please note that our office will be closed from [Start Date] to [End Date] in observance of the holidays.

We appreciate your continued partnership and look forward to serving you in the new year. Should you have any urgent matters during this period, please contact [Alternative Contact Information].

Wishing you a joyous holiday season and a prosperous New Year.

Sincerely,

[Your Name]

[Your Position]

[Company Name]

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