

Professional holiday greeting letter template

Subject: Holiday Greetings and Office Closure

Dear [Client Name],

Season's greetings! Please be informed that our offices will be closed from [Start Date] to [End Date]. For urgent matters, please contact [Alternative Contact Person] at [Contact Information].

We appreciate your business and wish you a joyous holiday season.

Sincerely,

[Your Name]

[Company Name]

Get more templates here: <https://www.lettersandtemplates.com/letters/holiday-letter-to-clients>