

Holiday Closing Announcement Letter

[Company Name]

[Address]

[Date]

[Recipient Name]

[Company Name]

[Address]

Dear Sir,

Our company would like to thank you for your long term business relationship with us. We look forward to build better and stronger ties with you.

We are writing you this letter to inform you that we will take [10 day] holiday from work due to [Christmas]. Our offices will be closed during this time. The holidays begin from [date] and will last until [date]. We will resume our working from [date] and [time].

We are sorry for any inconvenience caused due to this holiday closure. We highly appreciate your understanding in this matter. In case of any emergency you can email us at [email id] and we will try to get back to you as soon as we can.

I hope you will enjoy your holidays.

Regards

[Manager Name]