**Sample Email Template**

Subject: **Announcement of Holidays**

Dear customer,

Hope you are doing well and enjoying the holiday season to the fullest. We understand that everyone waits for these days to come so they may get out of the work pressure and spend some quality time with friends and family. We had been waiting for this too. During this closure period, we hope that both, our clients and employees enjoy their time as much as they can.

It is to inform you that we are also taking some days off from our regular schedule and will not be working for [X] days from [DATE] to [DATE] due to the festive season. The first off day will include [start date] and we will be back to work on and included [end date].

Please note that all the queries posted and orders placed at least [X] days before [starting date of holidays] or within the holiday period will be dealing with and/or answered back after we join back.

We sincerely make an apology for the inconvenience it will cause. However, your accepting attitude is greatly valued.  
  
May we meet again in the best of health!

Happy holidays!  
Thank you.

Yours Sincerely,  
  
[The Sender's Signature]  
Sender's Name