[Your Name]

[Street Address] [City, ST ZIP Code]

[Date]

**Subject:** Holiday Closing on [Christmas]

Dear Mr. /Miss [NAME HERE],

Dear Sir,

Our company would like to thank you for your long-term business relationship with us. We look forward to building 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]**