[Your Name]

[Street Address] [City, ST ZIP Code]

[Date]

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

Dear Mr. /Miss [NAME HERE],

Dear [Recipient Name],

I am very thankful to you for the making a long-term business relationship with our company. I am writing this letter to inform that the company will remain closed for 10 days due to Christmas. The holiday will begin from 20th of this month and will last until 30th December 2017.

We are very sorry for the inconvenience that caused due to holiday closure. We hope that you will understand the matter and we really appreciate your understanding in this matter.

In case of emergency, you can contact us at our phone number or email address. Thanks for your cooperation

Sincerely,

HR Department/Manager

[NAME HERE]