|  |  |
| --- | --- |
|  | Street Address, City, ST ZIP Code  Telephone  Email |

Date

Dear Recipient,

It is to inform you that there is a public holiday on XX, 20XX, as announced by the government. Our organization will also remain closed on this day.

We are having a celebration of Independence Day in the evening of XX, 20XX. Kindly, collect your Independence Day badges and shirts from the HR department and join us for the celebration. The dinner will be served by us.

Have a nice day!

Warm regards,

Your Name

Title

Email