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

Date

Dear Recipient,

This letter is to notify you about the holiday of Independence Day, i.e. XX, 20XX.

Our management has decided to keep the store closed on this day, so to celebrate the spirit of freedom and independence.

We have arranged the dinner, musical evening and fireworks, one day before Independence Day, at midnight for all our employees at XYZ hotel. Join us to celebrate together on this day. The dinner would be served at 9:00 p.m.

Warm regards,

Your Name

Title

Email