To

The customer:

This is to inform our valued customers that our stores will be closed on account of Christmas from 25th to 27th December. You may do your Christmas shopping with us till 4 pm on the 24th of December.

We look forward to seeing you again after the holidays. We wish you a very Merry Christmas!

From:  
The Manager

[Company Name]

[Address, City, STAT, ZIP]