To

[The Recipient Name]  
[Department/designation]  
[Address]  
[Contact]  
[Email]

Re. Announcement of Halloween Holiday

Dear All,

I am writing this letter today not to discuss any official affair of the organization; in fact, this letter intends to bring a smile on your faces. Most of the workers smile when it is about an extra off from the work and it makes them relax, relieved, and stress-free. Throughout the working period, a working person keeps on longing for a period of relaxation and an extra off from work. Weekends come and go and even sometimes they flee out like they were never here due to hustle in our lives. This gap is filled with events like Halloween day.

It is to bring into your attention that the office shall remain closed from 31st September 20XX to 1st October 20XX which is followed by a Sunday fortunately. Keep your ghost masks and spooky costumes ready because it is no other event but Halloween. Get mysterious looks getting ready for the bone fires and parties.

Office timings from 3rd October 20XX will be changed that would be from 9:30 to 17:30 with a break of one hour for lunch at 13:00. For further details, you can visit our website [website] or log on to [login].

Sincerely,

Signature