[Company Name]  
[Address, City, STATE, Zip]  
[Contact]  
[Website]

Dear [Name]

Please notify that due to Christmas arrival Leopard Courier Services shall remain closed for seven days. We will not accept any orders and deliveries these days. The purpose of this notification is to curtail any disruption caused. The business will continue again after the holiday closure. I from all the team members of Leopard Services wish you a very happy Christmas with the hope that you will spread happiness on other faces too.

Do not forget to take care of yourself as Covid-19 cases are increasing day by day. Avoid going to rush places and parks as there are a lot of chances to get infected from there. I hope that you will keep all these measures in your mind. Moreover, you will get a surprise gift from the company and most probably we will deliver it to your homes to add more colors to your lives.

If anyone of you has any queries and issues regarding this notification, then you can contact me without hesitation or you can visit me in my office. I will remain available in my office tomorrow from 9:00 am to 5:00 pm.

Regards,

Joseph Mark