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

Dear [Name]

This letter is to inform you all about the closure of business because of Christmas arrival. As you know that the holiday season is coming as well as Christmas so on this occasion the company will remain closed for the period of ten days. I wish that you enjoy every bit of this season with full zeal and enjoyment.

You all aware of the fact that everyone waits for these holidays and we also look forward to these holidays. So, I hope that you will have quality time with friends and families. Christmas holidays are just three days away from you and I wish all of you a very happy Christmas.

Please notify this thing too you must wind up all the tasks before the holidays and I hope that with the excitement of holidays you will try to complete it as soon as possible. In case of any queries, you can visit me tomorrow in my office. Stay blessed.

Regards,

Matthew Arnold