Date:

To

[The Recipient],

I hope you all are doing well and are in great health and spirit. It’s a pleasure to announce that the office will remain closed on Tuesday 19th October 20xx on the account of 12 Rabi ul Awal. All the staff members will be on leave except for a few staff members of the security team. The names are attached below with this letter.

Following the next day on 20th October, the office will remain closed officially and no office work will be carried out. The management has arranged a religious ceremony to recite some hymns in the love of the prophet and recital of Quran on Wednesday 20th October following a lunch. The lunch and arrangements are a token of gratitude from our side, so you need to pay nothing. It’s free of cost. So come and join us on this auspicious event and revive your faith.

We have also invited a religious scholar Mr.[x] to give a talk on the life of Prophet Muhammad (PBUH). There are no charges for this program however, you need to get yourself registered to attend it. Only registered candidates will be allowed to join the program. You can register yourself on or before 17th October by clicking on the registration link sent to you via email. The registration is important so that we may know how many of you are coming to the program as we need to make some arrangements. The details of the program are as follows:

Keynote speaker: [X]  
Designation: [x]  
Day: Wednesday  
Date: 20th October 20xx  
Time:  1:00pm- 4:00pm  
Venue: Conference Hall  
Lunch: 3:00pm  
Registration Link: [xx]

Registration Deadline: 17th October 20xx

Do join us. We will be looking forward to seeing you all. No dress code is to be followed so come at your ease. Stay blessed.

Kind Regards,