To

[The Recipient]  
[Address]

I am writing to notify you regarding the Christmas holidays. It’s already December and you must be waiting by now for the most exciting time of the year. It is to inform you that company X will cease business dealings from 20th December 20xx till 1st January 20xx. All the services will resume from 2nd January 20xx. Online orders placed on or before 15th December 20xx will be delivered after 2nd January 20xx.

You are valuable to us; the online portal will be accepting your orders, but they will be processed after the holidays. All the offices will be closed except for the office of security and vigilance which will be operational with minimum employees.

It’s a time for great celebration, so enjoy with full zeal and zest but also maintain social distancing as COVID 19 is spreading rapidly.

I on the behalf of company X wish you all a very happy Christmas! Spread happiness everywhere.

In case you have any queries regarding this notification, I am available in my office for further clarification. You can also call us at our number X or write us at X. Looking forward to serving you again.

Merry Christmas

Regards,

[Your Name]  
[Company Name]  
[Address]