To

[The Recipient]  
[Address]

On behalf of company X, I am being the CEO, wish you a very happy Christmas. I am writing to inform you that on the account of Christmas, the business will remain close from 25th December 20xx till the 1st of January 20xx. The services will resume as usual on 2nd January. All the manual orders will be processed and delivered if ordered before 20th December. The rest of the orders will be delivered after the holidays. You can still order online as our portals are operational however, the delivery will be made after the holidays.

I wish you a very happy Christmas, celebrate it with your family and friends. I am thankful to all of you for being a part of us.

If you have any queries related to this notification you may reach me in my office till tomorrow or may give us a call at X. You can also write to us at X. I look forward to serving you again.

Merry Christmas once again.

Regards,

[Your Name]  
[Company Name]  
[Address]