

[Date]

[Client Name]

[Client Address]

[City, State, Zip Code]

Dear [Client Name],

In observation of the upcoming [Holiday Name] holiday, please be advised that our agency will have modified business hours. This allows our team to spend time with their families and friends.

**Our Holiday Schedule:**

- [Date]: [Hours or "Closed"]
- [Date]: [Hours or "Closed"]
- [Date]: [Hours or "Closed"]

Normal business hours will resume on [Date] at [Time].

**Emergency Contact Information:**

During this period, if you require immediate assistance for an urgent matter, please use the following contact methods:

- **Emergency Phone:** [Phone Number]
- **Support Email:** [Email Address]
- **Online Portal:** [Website URL]

We appreciate your continued partnership and wish you a safe and happy holiday season.

Best regards,

[Your Name/Agency Name]

[Title]

[Phone Number]

[Website]