Holiday Closing Announcement Letter

This package contains:

1. Instructions & Checklist for Holiday Closing Announcement Letter
2. Holiday Closing Announcement Letter

Instructions & Checklist for
Holiday Closing Announcement Letter

☐ This package contains (1) Instructions & Checklist for Holiday Closing Announcement Letter; and (2) Holiday Closing Announcement Letter;

☐ This form is designed to assist you in drafting a letter to announce a holiday closing.

☐ Be sure to include any "enclosures" mentioned in the letter. If there are no "enclosures" you may delete "Enclosure" from the bottom of the letter.

☐ Be sure to sign the letter and to make a copy before sending it out.

☐ Bracketed instructions may be included on this form to assist you in completing it and should be removed before printing. Generally in Microsoft Word, you can click on the bracketed instruction and start typing.

☐ These forms are not intended and are not a substitute for legal advice. These forms should only be a starting point for you and should not be used without consulting with an attorney first. An attorney should be consulted before negotiating any document with another party.

☐ The purchase and use of these forms, is subject to the Disclaimers and Terms of Use found at findlegalforms.com.

[Your Name]
[Street Address]
[City, State ZIP Code]
[phone number - optional]
[email address - optional]

November 9, 2010

[Name of Recipient]
[Title]
[Company Name]
[Street Address]
[City, State ZIP Code]

Dear [Name of Recipient]:

Thank you for your continued working relationship with [Company Name].

I would like to take this opportunity to inform you of a change in our hours for the upcoming holiday. For [Name of Holiday], we will close our offices on [Date]. We will re-open on [Date] at [Time].

I apologize, in advance, for any inconvenience this closure may cause. However, I appreciate your understanding in this matter.

Sincerely,

[Your Name]
[Title if any or delete if none]