



OUR HOLIDAY HOURS - EMAIL BLAST TEMPLATE

This email template helps you thank your clients for their support and communicate your holiday hours.

Before sending this email to your contacts, please make sure to do the following:

1. Replace all text in red font with your firm's information; change to black
2. Make sure your logo and signature appear in the email
3. Revise any content to ensure it reflects your firm

Subject line: We'll be closed between {date} and {date}

Preview line: We hope you have a relaxing holiday, too!

--- body of email---

Our holiday hours

Hi {first name},

It's hard to believe it's the holiday season once again! We'd like to extend a hearty thank you for all your support this year.

Our firm will be closed from {date} to {date}, and I hope you're able to enjoy some downtime as well on this holiday.

If you have any urgent enquiries during this time, please email {email address} and we will get back to you as soon as we can.

Many thanks,

{Your name}

---end---