**Date:**

**To**

**[The Recipients]**

**Re. Veterans Day Observance Holiday on [DATE]**

As it is clear from the subject, this letter has been written to announce a public holiday on [DATE] to celebrate Veterans Day. Veterans day falls on a [DAY], therefore, all the meetings and assignments for the day would be rescheduled later.

Mr. [NAME] can be referred to for any confusion or anything that can cause maladministration in project development, deadlines, and research submissions. No office work shall be conducted virtually or physically on the day in the honor of our veterans. New dates shall be announced for the meetings after rescheduling.

Veterans Day is celebrated to honor the veterans in the US military. You can observe Veterans Day by doing volunteering to the veterans, donations, or by giving delicious treats to the nearby veterans. Fly your national flag at your houses and celebrate the day at its full.

Please, visit the veterans of the military to pay homage and to recognize their services. These men are the real gems of our country who keep the country’s stability at pace and keep every corner of the nation safe. We owe a lot to them. Try your best to observe the day giving them respect, recognizing their services at great risk of life.

From [DATE], office timings shall remain the same. In case of any change, you will be informed through email and text message. Thank you. Happy Veterans Day.

Regards.

[Your Name]  
[Designation]