Dear Business Partners,

## **Temporary Office Closure**

We would like to thank you for your continued support and patronage.

We regret to inform you that we will be temporarily closed for our company event as follows.

We sincerely apologize for any inconvenience this may cause, and we appreciate your understanding.

## Closed: November 14, 2025 (Friday) - All day

On the day of the event, please contact us via fax or email. We will respond to your inquiry on or after November 17, 2025 (Monday).

We will be suspending all operations including receiving and shipping of goods, delivery acceptance, and other related tasks for the entire day.

For items scheduled for delivery on that date, we will need to request an adjustment to your delivery schedule. We again apologize for any inconvenience and kindly ask for your understanding and cooperation.

Sincerely yours,

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