**Sample language for offices open on December 23, 24, 27, 30 and 31:**

(*Thank you for your email*) [DEPT NAME] will be closed for University Holidays Wednesday December 25, 2019, Thursday, December 26, 2019 and Wednesday, January 1, 2020. [DEPT NAME] will be open Friday, December 27 and Monday, December 30 through Tuesday, December 31, 2019. We will have limited staffing during this time. For urgent [X] issues please contact the [X] main line at [XXX-XXXX] or email.

**Sample language for offices closed on December 23, 24, 27, 30 and 31:**

(*Thank you for your email*) [DEPT NAME] will be closed Monday, December 23, 2019 through Wednesday, January 1, 2020. We will return on Thursday, January 2, 2020. For urgent [X] issues please contact [X].