

[Date]

[Customer Name]
[Customer Address]
[City, State, Zip Code]

Subject: Important Notice Regarding ATM Availability for [Holiday Name]

Dear Valued Customer,

In observance of the upcoming [Holiday Name] holiday, we would like to inform you of temporary adjustments to our ATM services and maintenance schedules.

Please take note of the following schedule for ATMs located at [Location/Branch Name]:

- **Holiday Date:** [Date of Holiday]
- **ATM Access:** [e.g., 24/7 Access / Limited Hours / Closed]
- **Transaction Processing:** Transactions made after [Time] on [Date] will be processed on the next business day, [Date].
- **Cash Deposits:** [e.g., Deposits will be credited on the following business day].

While our physical branch locations will be closed on [Date], you can continue to use our Mobile Banking App and Online Banking portal for transfers, balance inquiries, and bill payments.

We recommend planning your cash requirements in advance to avoid any inconvenience. Normal ATM operations and processing cycles will resume on [Date].

Thank you for your continued business and have a safe holiday.

Sincerely,

[Your Name/Department]
[Bank Name]
[Contact Phone Number]
[Website URL]