

# RYC CONSEIL SARL

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Date: January 12, 2025

Ref: NOTIF-2025-001

## OFFICIAL NOTIFICATION OFFICE CLOSURE - PUBLIC HOLIDAY

Dear Valued Clients and Partners,

We would like to inform you that our office will be closed on the following dates due to public holidays and annual maintenance:

- **Friday, January 31, 2025 - National Holiday**
- **Monday, February 3, 2025 - Annual System Maintenance**
- **Tuesday, February 4, 2025 - Staff Training Day**

During this period, our offices will be completely closed and no staff will be available to respond to inquiries. We apologize for any inconvenience this may cause.

### Emergency Contact Information:

For urgent matters only, please contact our emergency hotline:

Emergency: +33 6 12 34 56 78 (Available 9 AM - 6 PM)

Email: emergency@ryc-conseil.fr

Regular operations will resume on Wednesday, February 5, 2025 at 9:00 AM.

All pending matters will be addressed promptly upon our return.

*Please note: Any documents or inquiries received during the closure period will be processed in the order they were received starting February 5, 2025.*

Thank you for your understanding and continued partnership.

Sincerely,

This is an official notification from RYC Conseil SARL

**Marie Dubois**

SIRET: 123 456 789 00012 | RCS Paris B 123 456 789

General Manager

RYC Conseil SARL