

RYC CONSEIL SARL

15 Rue de la Comptabilité, 75001 Paris, France
Tel: +33 1 23 45 67 89 | Email: contact@ryc-conseil.fr

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,

Marie Dubois

General Manager

RYC Conseil SARL

This is an official notification from RYC Conseil SARL

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