



Memo

To: All Clients
From: Virgo Business Centers
Date: 1/3/18
Re: **Martin Luther King Jr. Day**

Dear Valued Clients:

In observance of Martin Luther King Jr. Day, our offices will be closed on **Monday, January 15th**.

FedEx, DHL, UPS & USPS will NOT pick-up or deliver any packages on Monday, January 15th 2018.

All clients will have full access to their offices during holiday hours. If you are expecting guests on Monday, January 15th please provide us with their names no later than **3pm Friday, January 12th** so we may register them with lobby security.

On behalf of the entire Virgo 575 Business Center team, we wish you and your family a happy and safe Holiday.

Thank you,

Virgo Business Centers