



HF Mencap  
99 Addison Gardens  
London, W14 0DT

**Chief Executive: Tim Balogun**

17/10/2024

**RE: CHRISTMAS CLOSING DATES**

Dear Parent/carer/service user,

As you know, we traditionally close for only three days a year: Christmas Day, Boxing Day, and New Year's Day and limited service in August bank holiday. However, we have received feedback that the late closing on Christmas Eve has made it challenging for many of our staff to enjoy Christmas shopping and pre-festivities.

In recognition of this and as a small token of our appreciation, we have decided to close our doors at **2 pm this Christmas Eve, 24<sup>th</sup> of December**. This decision was made with the well-being of our team in mind, aiming to give everyone a bit more time to enjoy the festive season with their loved ones.

We wanted to communicate this change well in advance to ensure that everyone can plan accordingly.

Gentle reminder we are closed on Christmas, Boxing Day and New Year's Day 2024.  
Thank you for your understanding,

Best wishes

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