

Updated Operational Schedule

Dear [Recipient's Name],

We hope this message finds you well. We are writing to inform you of the updated operational schedule for [Company/Department Name]. This change is effective from [Start Date].

New Operational Hours:

- Monday to Friday: [New Hours]
- Saturday: [New Hours]
- Sunday: Closed

Please take note of these changes and adjust your schedules accordingly. Should you have any questions or require further clarification, feel free to contact us at [Contact Information].

Thank you for your understanding and cooperation.

Sincerely,

[Your Name]

[Your Position]

[Company Name]

[Company Contact Information]