

# Notification of Operational Schedule Adjustment

Date: [Insert Date]

Dear [Recipient's Name],

We would like to inform you of an adjustment to our operational schedule that will take effect from [Effective Date]. This change is necessary to [briefly explain reason for adjustment, e.g., enhance efficiency, meet demand, etc.].

## New Schedule:

- [Day/Time] - [Description]
- [Day/Time] - [Description]
- [Day/Time] - [Description]

We appreciate your understanding and cooperation regarding this adjustment. If you have any questions or concerns, please do not hesitate to contact us at [Contact Information].

Thank you for your continued support.

Sincerely,

[Your Name]  
[Your Position]  
[Your Company]