

# Customer Service Information Update

Dear [Customer's Name],

We hope this message finds you well. We are writing to inform you of an important update regarding our customer service information.

Effective [Date], our customer service hours will be updated to the following:

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

Additionally, please note that our contact information has changed:

- Phone: [New Phone Number]
- Email: [New Email Address]

Thank you for your understanding and continued support. Should you have any questions or concerns, please do not hesitate to reach out to us.

Sincerely,

[Your Name]

[Your Position]

[Company Name]

[Company Website]