

Update on Adjusted Coverage Schedule

Dear [Recipient's Name],

We hope this message finds you well. We would like to inform you of an important update regarding the coverage schedule.

Effective [Start Date], the coverage schedule has been adjusted as follows:

- **Day 1:** [New Coverage Hours]
- **Day 2:** [New Coverage Hours]
- **Day 3:** [New Coverage Hours]
- **Day 4:** [New Coverage Hours]
- **Day 5:** [New Coverage Hours]

We understand that changes can be challenging, and we appreciate your understanding and cooperation during this transition.

If you have any questions or concerns regarding the adjusted schedule, please do not hesitate to reach out to us at [Contact Information].

Thank you for your attention to this matter.

Sincerely,

[Your Name]

[Your Position]

[Your Company]