

# Franchise Holiday Operating Hours Adjustment

Date: [Insert Date]

Dear [Franchise Owner/Manager Name],

We hope this message finds you well. As we approach the holiday season, we would like to inform you of the adjustments to the operating hours for all franchise locations.

## Holiday Operating Hours

- Thanksgiving Day: [Insert Opening Time] - [Insert Closing Time]
- Christmas Eve: [Insert Opening Time] - [Insert Closing Time]
- Christmas Day: Closed
- New Year's Eve: [Insert Opening Time] - [Insert Closing Time]
- New Year's Day: [Insert Opening Time] - [Insert Closing Time]

We appreciate your understanding and cooperation in helping us provide the best service possible during this festive period. If you have any questions or require further assistance, please do not hesitate to contact us.

Thank you for your attention to this matter.

Sincerely,

[Your Name]

[Your Position]

[Company Name]

[Contact Information]