

Updated Availability Announcement

Dear [Recipient's Name],

I hope this message finds you well. I am writing to inform you of my updated availability starting from [start date].

As of this date, my availability will be as follows:

- Monday: [Available hours]
- Tuesday: [Available hours]
- Wednesday: [Available hours]
- Thursday: [Available hours]
- Friday: [Available hours]
- Saturday: [Available hours]
- Sunday: [Available hours]

Please feel free to reach out if you have any questions or need to schedule a meeting.

Thank you for your understanding.

Sincerely,

[Your Name]

[Your Position]

[Your Contact Information]