

# Formal Notice

Date: [Insert Date]

[Your Company Name]

[Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

Dear [Recipient's Name],

We are writing to inform you of an update to our office hours. Effective [Insert Effective Date], our new office hours will be as follows:

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

Please note that this change is aimed at better serving our clients/[customers/employees] and improving overall efficiency.

If you have any questions or require further information, please do not hesitate to contact us.

Thank you for your understanding.

Sincerely,

[Your Name]

[Your Position]

[Your Company Name]