

# Letter of Appeal for Establishing Regular Service Hours

Date: [Insert Date]

To: [Recipient's Name]

[Recipient's Title]

[Organization's Name]

[Organization's Address]

Dear [Recipient's Name],

I hope this letter finds you well. I am writing to formally appeal for the establishment of regular service hours for [specific service] at [location]. As a [your position/role], I have observed that the current hours of operation do not adequately meet the needs of our community.

Many individuals have expressed their difficulties accessing [service] during the irregular hours. By implementing regular service hours, we can ensure that all members of our community can benefit from [specific service], fostering greater participation and satisfaction.

I urge you to consider the positive impact that regular hours could have on our community. I am confident that this change would lead to increased service utilization and enhance our overall effectiveness.

Thank you for considering my appeal. I look forward to your positive response.

Sincerely,

[Your Name]

[Your Position]

[Your Contact Information]