

Notice of Hour Reductions

Date: [Insert Date]

Dear Valued Customer,

We hope this message finds you well. We wish to inform you that, due to [reason for hour reductions], we will be adjusting our operating hours. Effective [start date], our new hours of operation will be:

- Monday - Friday: [New hours]
- Saturday: [New hours]
- Sunday: Closed

We understand that this may cause some inconvenience and appreciate your understanding and support during this time. We remain committed to providing you with the best possible service.

If you have any questions or concerns, please do not hesitate to contact us at [contact information].

Thank you for your understanding.

Sincerely,

[Your Name]

[Your Position]

[Your Company Name]

[Contact Information]