

Notice of Limited Operating Schedule

Date: [Insert Date]

Dear [Recipient's Name],

We hope this message finds you well. We would like to inform you that due to [reason for limited schedule, e.g., maintenance, holidays], our operating hours will be temporarily adjusted.

New Operating Schedule

- Monday: [New Hours]
- Tuesday: [New Hours]
- Wednesday: [New Hours]
- Thursday: [New Hours]
- Friday: [New Hours]
- Saturday: [New Hours]
- Sunday: [Closed/Hours]

We apologize for any inconvenience this may cause and appreciate your understanding as we strive to improve our services. If you have any questions or concerns, please do not hesitate to reach out to us at [contact information].

Thank you for your continued support.

Sincerely,

[Your Name]

[Your Position]

[Your Company Name]

[Contact Information]