

Dear Valued Customers,

We hope this message finds you well. We are writing to inform you about a temporary change to our service hours.

Effective [Start Date], our service hours will be shortened as follows:

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

We appreciate your understanding during this time and are committed to continuing to serve you with the best quality and care. We apologize for any inconvenience this may cause and thank you for your continued support.

If you have any questions or need further assistance, please don't hesitate to reach out to us at [Contact Information].

Warm regards,
[Your Name]
[Your Position]
[Your Company]