

Holiday Schedule Change Notification

Dear [Stakeholder's Name],

We hope this message finds you well. We are writing to inform you of a change to our holiday schedule that will take effect this season.

Due to [reason for schedule change], our agency will be adjusting our operating hours as follows:

- **Original Schedule:**
 - [Original Date 1]: [Hours]
 - [Original Date 2]: [Hours]
 - [Original Date 3]: [Hours]
- **New Schedule:**
 - [New Date 1]: [New Hours]
 - [New Date 2]: [New Hours]
 - [New Date 3]: [New Hours]

We appreciate your understanding and cooperation during this time. If you have any questions or concerns, please feel free to reach out to us at [Contact Information].

Thank you for your continued support.

Sincerely,
[Your Name]
[Your Title]
[Agency Name]
[Contact Information]