

# Dear [Congregation/Community Name],

We hope this message finds you well. We want to inform you about a modification in our worship service timings that will take effect starting [start date].

The new schedule will be as follows:

- Sunday Worship: [New Time]
- Wednesday Evening Service: [New Time]
- Special Events: [New Time, if applicable]

We understand that changes can be challenging, and we appreciate your understanding and flexibility during this transition. Our aim is to create a welcoming and spirit-filled environment for everyone.

If you have any questions or concerns regarding this change, please feel free to reach out to us at [contact information].

Thank you for your continued support and involvement. We look forward to seeing you at our modified service times.

Blessings,  
[Your Name]  
[Your Position]  
[Church/Organization Name]  
[Contact Information]