

Dear [Congregation/Member Name],

We hope this message finds you well. We are writing to inform you about an important transition regarding our worship service times.

Beginning on [start date], our Sunday worship service will be held at [new time] instead of [old time]. This change has been made to better accommodate the needs of our community and to enhance our worship experience.

We encourage all members to adjust their schedules accordingly. We appreciate your understanding and continued support as we strive to serve you better.

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

Blessings,
[Your Name]
[Your Title/Position]
[Church/Organization Name]