

Dear Valued Customer,

We would like to inform you that our business hours have been modified. Effective from [Start Date], our new operating hours will be as follows:

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

We appreciate your understanding and support as we make this change. If you have any questions or concerns, please feel free to contact us at [Contact Information].

Thank you for your continued patronage.

Sincerely,

[Your Name]

[Your Position]

[Company Name]

[Contact Information]