

# Notice of Hours of Operation Adjustment

Date: [Insert Date]

Dear Valued Customers,

We hope this message finds you well. We are writing to inform you that, effective [Insert Effective Date], our hours of operation will be adjusted as follows:

- Monday - Friday: [Insert New Hours]
- Saturday: [Insert New Hours]
- Sunday: [Insert New Hours]

This change is being made to better serve you and accommodate the needs of our community. We appreciate your understanding and support during this transition.

If you have any questions or concerns, please feel free to reach out to us at [Insert Contact Information].

Thank you for your continued patronage.

Sincerely,

[Your Name]

[Your Title]

[Your Company Name]

[Your Contact Information]