

# Notice of Change in Business Hours

Dear Valued Customers,

We are writing to inform you of a permanent change in our business hours effective from **[Effective Date]**.

Our new business hours will be as follows:

- Monday to Friday: **[New Opening Time] - [New Closing Time]**
- Saturday: **[New Opening Time] - [New Closing Time]**
- Sunday: **Closed**

We appreciate your understanding and support as we transition to these new hours. Should you have any questions, feel free to reach out to us.

Thank you for your continued patronage.

Sincerely,

[Your Name]

[Your Position]

[Company Name]

[Contact Information]