

# Notice of Temporary Business Hours Alteration

Dear Valued Customers,

We hope this message finds you well. Due to unforeseen circumstances, we will be adjusting our business hours temporarily.

**Effective Date:** [Insert Start Date] to [Insert End Date]

**New Business Hours:**

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

We appreciate your understanding and support during this time. If you have any questions, please do not hesitate to reach out to us.

Thank you for your continued patronage.

Sincerely,

[Your Name]

[Your Position]

[Business Name]

[Contact Information]