

Extended Office Hours Notification

Dear [Recipient's Name],

We are pleased to inform you that our office will be extending its operating hours to better serve you.

Effective [Start Date], our new hours will be:

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

We hope this change will enhance your experience with us. If you have any questions or need further assistance, please do not hesitate to reach out.

Thank you for your continued support.

Sincerely,

[Your Name]

[Your Position]

[Company Name]

[Contact Information]