

Subject: Reminder of Office Hours Availability

Dear [Recipient's Name],

This is a friendly reminder that my office hours are as follows:

- Monday: 10:00 AM - 12:00 PM
- Wednesday: 2:00 PM - 4:00 PM
- Friday: 1:00 PM - 3:00 PM

Please feel free to drop by during these times if you have any questions or need assistance.

Best regards,

[Your Name]

[Your Position]

[Your Contact Information]