

Notice of Seasonal Order Fulfillment Changes

Dear Valued Customer,

As the holiday season approaches, we would like to inform you of some changes to our order fulfillment process to ensure timely delivery of your orders.

Changes Effective From: [Start Date]

- **Extended Shipping Hours:** We will be operating from 8 AM to 10 PM to accommodate increased orders.
- **Order Processing Time:** Please allow an additional 3-5 business days for order processing.
- **Delivery Options:** We are pleased to offer expedited shipping for an additional fee during this busy season.

We appreciate your understanding and support during this busy time. Our team is committed to providing you with the best service possible.

Thank you for being a valued part of our community.

Sincerely,
[Your Company Name]
[Your Contact Information]