

Notice of Operational Hour Adjustments

Date: [Insert Date]

[Recipient Name]

[Recipient Address]

Dear [Recipient Name],

We hope this message finds you well. We are writing to inform you of adjustments to our operational hours effective [Insert Effective Date]. This change is in response to [reason for operational hour adjustments, e.g., customer feedback, seasonal changes, etc.].

The new operational hours will be as follows:

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

We appreciate your understanding and support as we make these changes. If you have any questions or need further information, please do not hesitate to reach out to us at [Insert Contact Information].

Thank you for your continued partnership.

Best regards,

[Your Name]

[Your Position]

[Your Company]

[Your Contact Information]