

Dear Valued Client,

We hope this message finds you well. We are writing to inform you about an update regarding our service availability.

Effective from **[Effective Date]**, we will be making adjustments to our service hours. The new hours of operation will be:

- Monday to Friday: 9 AM - 5 PM
- Saturday: Closed
- Sunday: Closed

We are committed to providing you with the best service possible and appreciate your understanding during this transition.

If you have any questions or need further assistance, please do not hesitate to reach out to us at **[Your Contact Information]**.

Thank you for your continued support.

Sincerely,

[Your Name]

[Your Position]

[Your Company]

[Your Contact Information]