

Notice of Change in Operational Hours

Dear Valued Customers,

We hope this message finds you well. We want to inform you that, due to recent changes in our operational strategy, we will be adjusting our hours of operation.

Effective [insert start date], our new operational hours will be as follows:

- Monday - Friday: [insert new hours]
- Saturday: [insert new hours]
- Sunday: Closed

We appreciate your understanding and continued support as we make these adjustments. If you have any questions or concerns, please do not hesitate to contact us at [insert contact information].

Thank you for your attention.

Sincerely,

[Your Name]
[Your Position]
[Company Name]
[Contact Information]