

Important Announcement

Dear Valued Customers,

We are writing to inform you of a revision to our business operating hours, effective from [Start Date].

Our new operating hours will be as follows:

- Monday to Friday: [New Opening Time] - [New Closing Time]
- Saturday: [New Opening Time] - [New Closing Time]
- Sunday: Closed

We appreciate your understanding and support as we make this change to better serve you. If you have any questions, please feel free to contact us at [Contact Information].

Thank you for your continued patronage.

Sincerely,

[Your Name]

[Your Title]

[Company Name]

[Company Contact Information]