

Notification of Altered Service Hours

Dear [Recipient's Name],

We hope this message finds you well. We are writing to inform you of an update to our service hours that will take effect starting [Effective Date].

Due to [reason for altered hours], our new service hours will be as follows:

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

We apologize for any inconvenience this may cause and appreciate your understanding as we adjust to these new hours.

If you have any questions or concerns, please feel free to reach out to us at [Contact Information].

Thank you for your continued support.

Sincerely,

[Your Name]

[Your Position]

[Your Company/Organization]