

# Official Announcement

Date: [Insert Date]

Dear [Recipient's Name or Team],

We are writing to inform you of important changes to our service hours effective [Insert Effective Date]. After careful consideration, we have decided to adjust our hours to better serve our community and meet operational needs.

The new service hours will be as follows:

- Monday to Friday: [Insert New Hours]
- Saturday: [Insert New Hours]
- Sunday: Closed

We believe these changes will enhance our service delivery and look forward to your cooperation. If you have any questions or concerns regarding the new service hours, please do not hesitate to contact us at [Insert Contact Information].

Thank you for your understanding and support.

Sincerely,

[Your Name]

[Your Position]

[Your Organization]