

Memo

Date: [Insert Date]

To: [Insert Recipient's Name]

From: [Insert Your Name]

Subject: Transition of Service Hours

Dear [Recipient's Name],

We are writing to inform you about the upcoming transition of service hours that will take effect on [Insert Effective Date]. This change is part of our ongoing efforts to enhance our service delivery and better meet the needs of our community.

The new service hours will be as follows:

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

We appreciate your understanding and cooperation during this transition period. If you have any questions or concerns, please do not hesitate to reach out.

Thank you for your attention to this matter.

Sincerely,

[Your Name]

[Your Position]

[Your Contact Information]