

Dear Valued Customer,

We hope this message finds you well. We would like to inform you of an adjustment to our service hours effective [Effective Date].

New Service Hours:

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

We appreciate your understanding and support during this adjustment. If you have any questions, please do not hesitate to reach out to us.

Thank you for your continued patronage.

Sincerely,

[Your Company Name]

[Your Contact Information]