

Adjustment of Service Schedules Due to Time Zone Changes

Dear [Recipient's Name],

We hope this message finds you well. We are writing to inform you of an adjustment to our service schedules owing to time zone differences.

Starting from [Effective Date], our service hours will be adjusted to better align with your local time zone. The new schedule is as follows:

- [Service 1]: [New Time]
- [Service 2]: [New Time]
- [Service 3]: [New Time]

We appreciate your understanding and cooperation as we make this transition. Please do not hesitate to reach out if you have any questions or require further clarification.

Thank you for your continued partnership.

Sincerely,
[Your Name]
[Your Position]
[Your Company]