

Dear [Client's Name],

We hope this message finds you well. We are writing to inform you of an upcoming modification to our service hours due to a change in time zone.

Effective [Date], our operational hours will shift to [New Time Zone] to better align with your availability. Our new hours will be from [New Start Time] to [New End Time], [Days of Operation].

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

Thank you for your continued partnership.

Sincerely,

[Your Name]

[Your Position]

[Your Company]

[Your Contact Information]