

Important Notification

Date: [Insert Date]

Dear Valued Customer,

We would like to inform you that due to [reason for limited hours], our service hours will be temporarily changed. Effective from [start date] to [end date], our hours of operation will be as follows:

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

We apologize for any inconvenience this may cause and appreciate your understanding during this time. For urgent matters, please contact us at [contact information].

Thank you for your continued support.

Sincerely,

[Your Name]
[Your Position]
[Your Company]