

# Reminder: Altered Service Schedule

Dear [Recipient's Name],

We would like to remind you of the changes to our service schedule that will take effect from [Start Date]. The new schedule is as follows:

- [New Service Day/Time 1]
- [New Service Day/Time 2]
- [New Service Day/Time 3]

We apologize for any inconvenience this may cause and appreciate your understanding as we make these adjustments to better serve you.

If you have any questions or concerns, please feel free to contact us at [Contact Information].

Thank you for your attention.

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