

Dear Valued Customer,

We hope this message finds you well. We are writing to inform you about some important changes to our service availability.

Service Availability Changes

Effective from **[Start Date]**, our services will be available on the following schedule:

- **Monday to Friday:** 9:00 AM - 6:00 PM
- **Saturday:** 10:00 AM - 4:00 PM
- **Sunday:** Closed

We understand that these changes may affect your plans, and we appreciate your understanding as we adjust our services to better meet your needs.

Contact Us

If you have any questions or require further assistance, please feel free to reach out to our customer service team at **[Contact Information]**.

Thank you for your continued support.

Sincerely,

[Your Company Name]