

# Operating Schedule Update

Date: [Insert Date]

To: [Recipient's Name]

From: [Your Name]

Subject: Update on Altered Operating Schedule

Dear [Recipient's Name],

We would like to inform you about changes to our operating schedule that will take effect starting [Effective Date]. The new hours will be as follows:

- Monday to Friday: [New Hours]
- Saturday: [New Hours]
- Sunday: Closed

These adjustments are necessary in response to [Reason for Change, e.g., operational efficiency, staffing adjustments, etc.]. We appreciate your understanding and support during this transition.

If you have any questions or need further information, please don't hesitate to contact us at [Contact Information].

Thank you for your attention to this matter.

Sincerely,

[Your Name]

[Your Position]

[Your Company]