

Notification of Operational Changes Due to Bank Holiday

Dear [Customer's Name],

We are writing to inform you about the operational changes at [Bank Name] during the upcoming bank holiday.

Bank Holiday Date: [Date]

The following changes will be in effect:

- Branch hours: [New Hours]
- Customer service availability: [New Availability]
- Online banking: [Any changes to online services]

We encourage you to plan accordingly and make any necessary arrangements in advance. Our regular hours will resume on [Date].

If you have any questions or need further assistance, please do not hesitate to contact us at [Contact Information].

Thank you for your understanding.

Sincerely,

[Your Name]

[Your Position]

[Bank Name]