

[Your Company Letterhead]

[Date]

[Recipient Name]

[Recipient Position]

[Company Name]

[Company Address]

Dear [Recipient Name],

We are excited to announce that effective [start date], our new office hours will be as follows:

**\*\*New Office Hours:\*\***

- Monday to Friday: [new opening time] to [new closing time]
- Saturday: [if applicable, new opening time] to [new closing time]
- Sunday: Closed

These new hours reflect our commitment to providing better service and support to our clients and employees.

Thank you for your continued support. We look forward to serving you during our new hours!

Best regards,

[Your Name]

[Your Position]

[Company Name]

[Contact Information]