

[Date]

[Customer Name]

[Customer Address]

[City, State, Zip Code]

Subject: Notification of Change in Branch Operating Hours

Dear Valued Customer,

We are writing to inform you of an upcoming change to the daily operating hours at our [Branch Name] location. Effective [Effective Date], our new branch hours will be as follows:

- **Monday - Friday:** [New Opening Time] - [New Closing Time]
- **Saturday:** [New Opening Time] - [New Closing Time]
- **Sunday:** [Closed/New Opening Time]

This adjustment allows us to better align our resources and continue providing high-quality service during peak visiting times. We apologize for any inconvenience this change may cause.

Please remember that you can continue to access our services 24/7 through our [Mobile App/Online Portal] and at our on-site ATMs. If you have any questions regarding this change, please contact us at [Phone Number] or visit our website at [Website URL].

Thank you for your continued loyalty and understanding.

Sincerely,

[Your Name/Branch Manager Name]

[Company/Bank Name]

[Branch Address]