

[Date]

[Customer Name]
[Customer Address]
[City, State, Zip Code]

Subject: Urgent Notice Regarding Changes to Branch Operating Hours

Dear [Customer Name],

We are writing to inform you of an emergency change to the operating hours at our [Branch Name] location, effective [Start Date].

Due to [Reason for Change - e.g., severe weather / staffing shortage / facility repairs], our temporary hours will be as follows:

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

We anticipate returning to our regular schedule by [Expected Return Date]. We apologize for any inconvenience this may cause and appreciate your understanding during this time.

For your convenience, you may still access our services through:

- Our online banking portal at [Website URL]
- Our mobile application
- ATM services available at [Location]

If you have any urgent questions, please contact our customer support team at [Phone Number] or [Email Address].

Thank you for your continued loyalty.

Sincerely,

[Your Name/Signature]
[Your Job Title]
[Organization Name]