

[Date]

[Customer Name]

[Customer Address]

[City, State, Zip Code]

Subject: Important Update Regarding Weekend Operating Hours

Dear Valued Customer,

We are writing to inform you of upcoming changes to the weekend operating hours at our retail branches. These adjustments are being made to better align our services with customer visiting patterns and to ensure we provide the highest level of support during peak times.

Effective **[Start Date]**, the new weekend hours for the **[Branch Name/All Branches]** location(s) will be as follows:

- **Saturday:** [New Opening Time] - [New Closing Time]
- **Sunday:** [New Opening Time] - [New Closing Time]

Please note that our weekday operating hours remain unchanged. You can continue to access our services Monday through Friday from [Weekday Opening Time] to [Weekday Closing Time].

We encourage you to visit our website at [Website URL] or use our mobile app for 24/7 access to your account and online services. If you have any questions regarding these changes, please contact our customer service team at [Phone Number] or visit your local branch.

Thank you for your continued loyalty and understanding.

Sincerely,

[Your Name/Department]

[Company Name]

[Company Contact Information]