

[Date]

[Customer Name/Valued Patron]

[Address Line 1]

[Address Line 2]

**Subject: Notice of Seasonal Changes to Operating Hours**

Dear [Customer Name/Valued Patron],

Please be advised that our retail branch located at [Branch Address/Name] will be transitioning to seasonal operating hours to better serve our community during the upcoming [Summer/Winter/Holiday] period.

Effective from [Start Date] until [End Date], our new hours of operation will be as follows:

- Monday: [Opening Time] - [Closing Time]
- Tuesday: [Opening Time] - [Closing Time]
- Wednesday: [Opening Time] - [Closing Time]
- Thursday: [Opening Time] - [Closing Time]
- Friday: [Opening Time] - [Closing Time]
- Saturday: [Opening Time] - [Closing Time]
- Sunday: [Opening Time] - [Closing Time]

We will resume our standard operating hours on [Date of Return to Normal Hours].

We encourage you to visit our website at [Website URL] or follow us on our social media channels for any further updates or holiday-specific closures. Thank you for your continued support and loyalty.

Sincerely,

[Your Name/Manager Name]

[Title/Position]

[Company Name]