

[Date]

Dear Valued Customer,

Please be advised that in observance of [Name of Holiday], our branch operating hours will change as follows:

- **[Date]:** [Opening Time] to [Closing Time]
- **[Date]:** [Closed / Reduced Hours]
- **[Date]:** Resume Normal Business Hours

Our online services and mobile app will remain available 24/7 for your convenience. If you have any urgent inquiries, please contact our support team at [Phone Number] or [Email Address].

We wish you a wonderful holiday season.

Sincerely,

[Your Name/Company Name]

[Branch Location]

[Contact Information]