

[Date]

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

**Subject: Important Notice: Temporary Change in Operating Hours**

Dear Valued Customer,

To better serve you, we are pleased to announce that our [Branch Name] location will soon be undergoing renovations. These improvements are designed to enhance our facilities and provide you with a superior service experience.

To ensure the safety of our customers and staff during this construction period, we will be implementing temporary changes to our operating hours effective [Start Date] through [Estimated End Date].

**New Temporary Hours:**

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

Please note that [Specific Service, e.g., the Drive-Thru or ATM] will remain available during regular standard hours. If you require assistance outside of these temporary hours, you may visit our nearby branch at [Alternative Branch Address] or use our mobile and online services.

We apologize for any inconvenience this may cause and appreciate your patience as we work to improve our branch. If you have any questions, please contact us at [Phone Number] or [Email Address].

Thank you for your continued loyalty.

Sincerely,

[Your Name/Name of Branch Manager]  
[Title]  
[Company Name]