

[Date]

[Customer Name]

[Customer Address]

[City, State, Zip Code]

Subject: Announcement of Extended Operating Hours at [Branch Name]

Dear Valued Customer,

We are pleased to inform you that starting from [Start Date], the operating hours of our [Branch Name] retail branch will be extended to better serve your needs and provide greater convenience for your shopping experience.

Our new operating hours will be as follows:

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

These additional hours will allow you more flexibility to visit us after work or during the weekends. Our team remains committed to providing you with the highest level of service and a wide selection of products during these extended times.

We look forward to seeing you soon at [Branch Name]. If you have any questions regarding this change, please feel free to contact us at [Phone Number] or visit our website at [Website URL].

Thank you for your continued loyalty.

Sincerely,

[Your Name/Manager Name]

[Your Title]

[Company Name]