

[Your Company Name/Letterhead]
[Business Address]
[City, State, Zip Code]
[Date]

[Name of Regulatory Body]
[Department Name]
[Address]
[City, State, Zip Code]

RE: Notice of Modification to Retail Branch Operating Hours

Dear [Name of Contact Person or Department],

This letter serves as official notification that [Financial Institution/Company Name] will be modifying the operating hours for the following retail branch location(s) effective [Effective Date]:

Branch Name: [Branch Name]
Branch ID/License Number: [Reference Number]
Address: [Full Branch Address]

Current Operating Hours:
[Monday - Friday: Hours]
[Saturday - Sunday: Hours]

New Operating Hours:
[Monday - Friday: Hours]
[Saturday - Sunday: Hours]

The decision to adjust these hours is based on [Brief Reason: e.g., seasonal adjustments, local market demand, or operational efficiency]. We confirm that these changes comply with all applicable local regulations and that notice has been provided to our customers via [Method of Notice: e.g., branch signage, website, or mailers].

We remain committed to providing essential services to the community and will continue to offer [Mention alternative channels: e.g., 24/7 ATM access, mobile banking, or nearby branches].

Please update your records accordingly. Should you require any further documentation or information regarding this modification, please contact [Name of Contact Person] at [Phone Number] or [Email Address].

Sincerely,

[Signature]

[Full Name]
[Job Title]
[Company Name]