**WE HAVE EXTENDED OUR BUSINESS HOURS**

[DATE]

[CONTACT’S NAME]

[STREET ADDRESS]

[CITY, STATE/PROVINCE]

[ZIP CODE]

Dear [CONTACT’S NAME],

In order to accommodate our valuable customers’ needs and in response of the requests we’ve been having for months now, we have officially extended our business hours. Our office will now officially be open from [TIME] a.m. to [TIME] p.m, from [DAY] to [DAY].

We hope you will take advantage of our longer business hours and as always, it would be our pleasure to serve you.

Thank you very much for your continued patronage.

Sincerely,

[NAME]

[TITLE]

[CONTACT NUMBER]

[EMAIL ADDRESS]