

[Date]

[Client Name]

[Client Address]

[City, State, Zip Code]

**Subject: Annual Update: Agency Operating Hours and Contact Information**

Dear [Client Name],

As we begin a new year, [Agency Name] would like to provide you with our updated operating schedule and contact details to ensure we continue to serve you effectively.

**Operating Hours:**

- Monday: [Start Time] - [End Time]
- Tuesday: [Start Time] - [End Time]
- Wednesday: [Start Time] - [End Time]
- Thursday: [Start Time] - [End Time]
- Friday: [Start Time] - [End Time]
- Saturday/Sunday: [Closed/By Appointment]

**Key Contact Information:**

- General Office Phone: [Phone Number]
- General Email: [Email Address]
- Website: [Website URL]
- Account Manager: [Name] - [Direct Email/Extension]
- Emergency/After-Hours Contact: [Phone Number]

**Holiday Closures:**

Please note that our office will be closed on the following upcoming dates: [List key dates/holidays].

Thank you for your continued partnership. Should you have any questions regarding these updates, please do not hesitate to reach out to us.

Best regards,

[Your Name]

[Your Title]

[Agency Name]