

[Agency Name]
[Street Address]
[City, State, Zip Code]
[Date]

[Client Name]
[Client Company]
[Street Address]
[City, State, Zip Code]

Subject: Announcement of Extended Business Hours and Enhanced Support

Dear [Client Name],

We are pleased to announce that starting [Effective Date], [Agency Name] will be extending our business hours to better serve your needs and provide increased flexibility for your projects.

Our new operating hours will be:

- Monday - Friday: [Start Time] to [End Time] [Time Zone]
- Saturday: [Start Time] to [End Time] [Time Zone] (Optional)

With these extended hours, our team will be available for additional consultation slots and faster turnaround times on urgent requests. Please note that our primary support channels remain available for any assistance you may require:

Support Contact Information:

- **Primary Phone:** [Phone Number]
- **Support Email:** [Email Address]
- **Emergency/After-Hours Line:** [Phone Number, if applicable]
- **Client Portal:** [URL, if applicable]

We appreciate your continued partnership and look forward to providing you with an even higher level of service during these expanded hours.

Best regards,

[Your Name]
[Your Title]
[Agency Name]