[DATE]

Contact Name

Address

Address2

City,

State/Province

Zip/Postal Code

**RE: [YOUR COMPANY NAME] HAS EXTENDED OUR BUSINESS HOURS**

Dear [CONTACT NAME],

We are pleased to announce that we have extended our business hours to accommodate our customers’ needs. We are now open from [HOUR] AM to [HOUR] PM, [DAY] to [DAY].

We hope that you will take advantage of our longer hours. We look forward to serving you soon.

Kind Regards,

[YOUR NAME]

[YOUR TITLE]

[YOUR PHONE NUMBER]

[YOUREMAIL@YOURCOMPANY.COM]