Date

Dear Ms. Martha,

I hope this email will find you in the best of your health.

I am writing this email to notify you about a change in the timing of the swimming practice at ABC club. The new timings for gents and boys, effective from 1st September 20XX, will be 7:00 a.m. – 10:00 a.m. in the morning, and 5:00 p.m. – 7:00 p.m. in the evening. This routine will be followed every day from Monday till Saturday, and Sunday will be an off day.

As per the requests of numerous working women, who want to avail the swimming facility, after their job hours, we have changed the timings for boys and men, so that after 7:00 p.m., the ladies' time can start.

If you have any questions, you can reply to this email, or contact us at [X].

We seek your understanding and cooperation.

Thank you.

Regards,

William Tennyson.