**To**

**[The Recipient Name]**

**Re. Announcing Reduction in the Operation Hours of Staff**

Dear Customers, as you know, our country is struggling with increasing inflation and economic downfall. There is an economic shortfall not only in our country but all over the world. The situation is getting worse with every passing day. However, we, as a nation, should express our solidarity with the circumstances by expressing hope and good expectations for the future.

To cater to the increased electricity rates and inflation, we have decided to limit our operation hours. We will be providing our online services at the previous timings, however, our in-store services shall see a limit in the operating hours. We have decided to operate [mention the opening and closing time of staff operations] until further notice. We are trying to not get it too far and struggling to control the situation.

We would appreciate your kind support during these difficult times. However, in the meantime, we are working to make our online services impactful and better to lessen the influence of limited in-store timings. We would love to have your suggestions and recommendations on how to cater to the current situation and perform better in our online service.

Thank you for always supporting our business.

Regards,

[Name of the store]