

Notice of Changes to Corporate Media Briefing

Date: [Insert Date]

To: [Recipient Name]
[Recipient Title]
[Recipient Company]

Dear [Recipient Name],

We are writing to inform you about some upcoming changes to our corporate media briefing schedule. After careful consideration, we have decided to adjust our approach to ensure more effective communication and engagement with our stakeholders.

New Briefing Details

- **New Date:** [Insert New Date]
- **Time:** [Insert New Time]
- **Location:** [Insert New Location]
- **Format:** [Insert New Format, e.g., Virtual/In-Person]

We understand the importance of these briefings and are committed to providing an informative experience. Should you have any questions or require further information, please do not hesitate to contact us at [Insert Contact Information].

Thank you for your understanding and continued support.

Sincerely,
[Your Name]
[Your Title]
[Your Company]