

Broadcast Schedule Adjustment Advisory

Date: [Insert Date]

To: [Recipient Name]

From: [Your Name/Your Organization]

Subject: Adjustment of Broadcast Schedule

Dear [Recipient Name],

We hope this message finds you well. We would like to inform you of an adjustment to our broadcast schedule, effective [Insert Effective Date].

Due to [reason for adjustment, e.g., unforeseen circumstances, programming changes], the following changes will take place:

- **[Program Name]:** New Broadcast Time - [Insert New Time]
- **[Program Name]:** Cancellation - [Reason if necessary]
- **[Program Name]:** Addition - [Insert Time and Date]

We appreciate your understanding and continued support. Please feel free to contact us with any questions or concerns regarding this change.

Thank you!

Sincerely,

[Your Name]

[Your Title]

[Your Organization]