

Notice of Changed Meeting Time

Dear [Recipient's Name],

We hope this message finds you well. We are writing to inform you that the time of our upcoming meeting has been changed.

New Meeting Date and Time:

[New Date] at [New Time]

The meeting will still take place at [Meeting Location/Platform]. We apologize for any inconvenience this may cause and appreciate your understanding.

If you have any questions or concerns, please feel free to reach out.

Thank you for your attention.

Sincerely,
[Your Name]
[Your Position]
[Your Company]