

# Memo

**Date:** [Insert Date]

**To:** [Recipient Name]

**From:** [Your Name]

**Subject:** Update on Schedule

Dear [Recipient Name],

I would like to inform you about the recent updates to the schedule. Due to [reason for the change], the following changes have been made:

- [Old Schedule Item 1] has been rescheduled to [New Date/Time]
- [Old Schedule Item 2] has been canceled
- [New Schedule Item] has been added on [Date/Time]

Please make a note of these changes and adjust your plans accordingly. If you have any questions or concerns, feel free to reach out.

Thank you for your understanding.

Best regards,

[Your Name]

[Your Position]

[Your Contact Information]