

Notification of Schedule Adjustment

Date: [Insert Date]

Dear [Recipient's Name],

We are writing to inform you of a change in your schedule. Due to [reason for adjustment], your new schedule will be as follows:

- Old Schedule: [Insert Old Schedule Details]
- New Schedule: [Insert New Schedule Details]

We apologize for any inconvenience this may cause and appreciate your understanding as we make this adjustment. If you have any questions or concerns, please feel free to contact us.

Thank you for your attention to this matter.

Sincerely,

[Your Name]

[Your Position]

[Your Company]

[Contact Information]