

Dear [Participant's Name],

We hope this message finds you well. We would like to inform you that the focus group originally scheduled for [original date and time] has been rescheduled.

The new date and time for the focus group is [new date and time]. We apologize for any inconvenience this may cause and truly appreciate your understanding.

Your participation is very important to us, and we value your insights. Please confirm your availability for the new date at your earliest convenience.

Thank you for your flexibility, and we look forward to your participation.

Best regards,

[Your Name]

[Your Position]

[Your Organization]

[Your Contact Information]