

Notice of Changed Event Date

Dear [Recipient's Name],

We hope this message finds you well. We are writing to inform you that the date for the [Event Name] has been changed.

Previously, the event was scheduled for [Original Date]. However, it will now take place on [New Date]. We apologize for any inconvenience this may cause and appreciate your understanding.

Please update your calendar accordingly. If you have any questions or concerns, feel free to reach out to us at [Contact Information]. We look forward to seeing you at the event!

Thank you for your attention to this matter.

Sincerely,

[Your Name]

[Your Position]

[Your Organization]