

# Notification of Event Change

Dear [Recipient's Name],

We hope this message finds you well. We are writing to inform you that, due to unforeseen circumstances, we have had to make a change to the details of the [Event Name] originally scheduled for [Original Date] at [Original Venue].

We sincerely apologize for any inconvenience this may cause and appreciate your understanding in this matter. The event will now take place on [New Date] at [New Venue]. All other details remain the same.

If you have any questions or concerns, please do not hesitate to contact us at [Contact Information].

Thank you for your continued support. We look forward to seeing you at the event!

Best regards,

[Your Name]

[Your Position]

[Your Organization]