

Notice of Rescheduling

Date: [Insert Date]

To: [Advisory Board Members]

From: [Your Name]

Subject: Rescheduling of Advanced Technology Advisory Board Meeting

Dear Members,

We hope this message finds you well. This is to inform you that the Advanced Technology Advisory Board meeting originally scheduled for [Original Date] has been rescheduled.

The new date for the meeting will be [New Date] at [New Time]. The venue remains unchanged at [Venue].

We apologize for any inconvenience this may cause and appreciate your understanding and flexibility.

Please confirm your availability for the new meeting date at your earliest convenience.

Thank you for your cooperation.

Sincerely,

[Your Name]

[Your Position]

[Your Organization]

[Your Contact Information]