

# Interview Venue Modification Notice

Date: [Insert Date]

Dear [Candidate's Name],

We hope this message finds you well. We are writing to inform you of a modification to the venue for your upcoming interview scheduled on [Insert Date and Time].

The interview will now take place at:

**[New Venue Name]**

[New Venue Address]

[City, State, Zip Code]

We apologize for any inconvenience this may cause and appreciate your understanding. Please feel free to reach out if you have any questions or need assistance with directions.

Thank you for your patience, and we look forward to meeting you soon.

Sincerely,

[Your Name]

[Your Position]

[Company Name]

[Contact Information]