

Rescheduling of Benefit Concert

Dear [Recipient's Name],

We hope this message finds you well. We are writing to inform you that due to scheduling conflicts with our featured artist, [Artist's Name], we will need to reschedule the upcoming benefit concert originally set for [Original Date].

We sincerely apologize for any inconvenience this may cause and are committed to ensuring that this event is a success. We would like to propose the new date of [Proposed Date]. Please let us know if this works for you and your team.

Thank you for your understanding and support. We greatly appreciate your participation in this worthy cause.

Best regards,
[Your Name]
[Your Title]
[Your Organization]
[Contact Information]