

Rescheduling Notice for Charity Dinner

Dear [Recipient's Name],

We hope this message finds you well. We are writing to inform you that due to unforeseen venue conflicts, we need to reschedule our upcoming charity dinner originally planned for [original date].

The new date for the charity dinner will be [new date], at the same venue, [venue name and address]. We apologize for any inconvenience this may cause and greatly appreciate your understanding and support.

Your presence is very important to us as we strive to make a difference in our community. Thank you for your continued commitment to our cause.

Should you have any questions or concerns, please do not hesitate to reach out to us at [contact information].

Warm regards,

[Your Name]

[Your Position]

[Organization Name]

[Contact Information]