

Dear [Recipient's Name],

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

We understand that this change may cause inconvenience, and we sincerely apologize for any disruption it may cause.

The event has been rescheduled to [new date] at [new venue]. We are committed to making this event a success and appreciate your understanding and support during this time.

For any further questions or concerns, please feel free to reach out to us at [contact information].

Thank you for your continued support of our cause. We look forward to seeing you on the new date!

Warm regards,

[Your Name]

[Your Title]

[Organization Name]

[Contact Information]