

Dear [Recipient's Name],

We hope this message finds you well. We are reaching out to inform you that our upcoming charity fundraiser, initially scheduled for [original date], has been rescheduled to [new date].

After careful consideration and to ensure maximum attendance, we believe this change will allow more friends and supporters of our cause to join us for this important event.

The fundraiser will still be held at [venue/location] and we will begin at [start time]. All previously purchased tickets will remain valid for the new date.

We appreciate your understanding and support, and we look forward to welcoming you on [new date] as we come together to make a difference in our community.

If you have any questions or concerns, please feel free to contact us at [contact information].

Thank you for your continued support.

Sincerely,
[Your Name]
[Your Position]
[Organization Name]