

Notice of Change to Healthcare Strategic Planning Meeting Schedule

Date: [Insert Date]

Dear [Recipient's Name],

We wish to inform you that there has been a change to the schedule of our upcoming Healthcare Strategic Planning meetings.

Original Schedule:

- Date: [Original Date]
- Time: [Original Time]
- Location: [Original Location]

New Schedule:

- Date: [New Date]
- Time: [New Time]
- Location: [New Location]

We apologize for any inconvenience this may cause and appreciate your understanding. Please confirm your availability for the new date and time.

Thank you for your attention to this matter.

Sincerely,

[Your Name]

[Your Title]

[Your Organization]

[Contact Information]