

# Notification of Event Schedule Change

Dear [Recipient's Name],

We hope this message finds you well. We are writing to inform you of a change to the schedule for the upcoming [Event Name] originally planned for [Original Date].

Due to [brief reason for the change], the event will now take place on [New Date] at [New Time]. The venue will remain the same at [Venue Name/Location].

We apologize for any inconvenience this may cause and appreciate your understanding. We look forward to your attendance and assure you that the event will be as informative and enjoyable as ever.

If you have any questions or require further information, please feel free to reach out to us at [Contact Information].

Thank you for your attention to this matter.

Sincerely,

[Your Name]

[Your Position]

[Organization Name]

[Contact Information]