

# Timetable Revision Alert

Dear [Recipient's Name],

We hope this message finds you well. We would like to inform you that there have been recent changes to the timetable for [Course/Program Name]. Please review the updated schedule below:

## Updated Timetable

Date	Time	Subject/Activity
[Date 1]	[Time 1]	[Subject/Activity 1]
[Date 2]	[Time 2]	[Subject/Activity 2]

We apologize for any inconvenience this may cause and appreciate your understanding. If you have any questions or require further assistance, please do not hesitate to contact us.

Thank you for your attention.

Best regards,

[Your Name]

[Your Position]

[Your Institution]