

# Schedule Adjustment Explanation

Date: [Insert Date]

Dear [Recipient's Name],

I hope this message finds you well. I am writing to inform you about some necessary adjustments to my schedule due to [briefly explain reason, e.g., unforeseen circumstances, personal commitments, etc.].

As a result, I will need to [explain specific changes to the schedule, e.g., reschedule meetings, adjust deadlines, etc.]. I believe this will allow me to better manage my responsibilities and maintain the quality of my work.

I appreciate your understanding and flexibility regarding this matter. If you have any questions or would like to discuss this further, please feel free to reach out to me at your convenience.

Thank you for your cooperation.

Sincerely,

[Your Name]

[Your Position]

[Your Contact Information]