

Schedule Update Notification

Dear Participants,

We hope this message finds you well. We would like to inform you about an update to the schedule for our upcoming event.

Updated Schedule:

- **Event:** Annual Conference
- **Date:** September 15, 2023
- **Time:** 10:00 AM - 4:00 PM
- **Location:** Grand Hall, City Convention Center

Please make note of the changes and adjust your plans accordingly. We apologize for any inconvenience this may cause and appreciate your understanding.

If you have any questions, feel free to reach out to us at [contact email/phone number].

Thank you for your attention.

Best regards,

[Your Name]

[Your Position]

[Your Organization]