

# Notice of Change to Community Town Hall Meeting

Date: [Insert Date]

Dear Community Members,

We would like to inform you about a change to our upcoming Town Hall Meeting originally scheduled for [original date] at [original time]. The details are as follows:

**New Date:** [New Date]

**New Time:** [New Time]

**Location:** [New Location]

We apologize for any inconvenience this may cause and appreciate your understanding. Your participation is important to us, and we look forward to seeing you there.

If you have any questions, please feel free to contact [Contact Information].

Thank you for your attention.

Sincerely,

[Your Name]

[Your Position]

[Organization Name]