

Service Event Schedule Update

Dear [Recipient's Name],

We hope this message finds you well. We are writing to inform you of an update regarding the schedule for our upcoming service event.

New Schedule:

- Date: [New Date]
- Time: [New Time]
- Location: [New Location]

We apologize for any inconvenience this may cause and appreciate your understanding as we work to provide the best possible service. Please do not hesitate to reach out if you have any questions or need further assistance.

Thank you for your continued support.

Sincerely,
[Your Name]
[Your Position]
[Your Company]