

Dear [Recipient's Name],

We would like to inform you that the social service agency meeting originally scheduled for [Original Date and Time] has been rescheduled.

The new meeting details are as follows:

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

We apologize for any inconvenience this may cause and hope you can still attend. Your participation is important to us.

Thank you for your understanding.

Best regards,

[Your Name]

[Your Title]

[Agency Name]

[Contact Information]