

# Dear [Recipient's Name],

I hope this message finds you well. I am writing to inform you of an alteration to our worship service timetable that will take effect starting [Effective Date].

Due to [reason for the change], we will be adjusting the schedule as follows:

- [New Time/Day for Service 1]
- [New Time/Day for Service 2]
- [Additional Changes if applicable]

We appreciate your understanding and flexibility regarding this change. Our goal is to continue providing a meaningful experience for all members of our community.

If you have any questions or concerns, please feel free to reach out to me at [Your Contact Information].

Thank you for your continued support.

Sincerely,

[Your Name]

[Your Position]

[Your Organization]