

Notice of Changes in Academic Calendar

Date: [Insert Date]

To: All Students and Faculty

From: [Insert Your Name]

Subject: Changes to the Academic Calendar

Dear Students and Faculty,

We hope this message finds you well. We are writing to inform you of upcoming changes to the academic calendar for the [specific term, e.g., Fall 2023] semester. Due to [reason for changes, e.g., unforeseen circumstances, public health guidelines, etc.], adjustments have been made to key dates.

Updated Academic Calendar:

- **Start of Semester:** [New Start Date]
- **Midterm Exams:** [New Midterm Dates]
- **Last Day of Classes:** [New Last Day of Classes]
- **Final Exams:** [New Final Exam Dates]

We appreciate your understanding and flexibility as we navigate these changes. Please feel free to reach out with any questions or concerns.

Thank you for your attention to this important matter.

Sincerely,

[Your Name]

[Your Position]

[Your Institution]