

Official Notification of Calendar Adjustments

Date: [Insert Date]

To: [Recipient's Name]

From: [Your Name]

Subject: Notification of Calendar Adjustments

Dear [Recipient's Name],

We are writing to inform you of recent adjustments made to the calendar for [specific event, project, or department]. These changes have been implemented to better accommodate [reason for the adjustments].

The following adjustments have been made:

- [Event/Meeting Name] is now scheduled for [New Date and Time].
- [Event/Meeting Name] has been moved from [Old Date] to [New Date].
- [Any other relevant adjustments].

We appreciate your understanding and flexibility concerning these changes. If you have any questions or require further clarification, please do not hesitate to reach out.

Thank you for your attention to this matter.

Sincerely,

[Your Name]

[Your Position]

[Your Contact Information]