

Adjustment to Academic Calendar

Dear Students and Faculty,

We hope this message finds you well. We are writing to inform you about adjustments to our academic calendar for the upcoming semester.

Due to unforeseen circumstances, the following changes will be implemented:

- **Start Date:** The semester will now commence on **February 15, 2024**, instead of the previously scheduled date of **February 1, 2024**.
- **Midterm Exams:** The midterm examination period will take place from **April 10 to April 14, 2024**.
- **Final Exams:** Final examinations will now be held from **June 5 to June 9, 2024**.

We understand that changes to the academic calendar can be challenging, and we appreciate your understanding and flexibility during this time.

If you have any questions or concerns regarding these adjustments, please do not hesitate to reach out to the academic affairs office.

Thank you for your attention.

Sincerely,

[Your Name]

[Your Title]

[Institution Name]

[Contact Information]