

# Rescheduling Notice for Special Education Assessment Meeting

Date: [Insert Date]

To: [Recipient's Name]

[Recipient's Address]

Dear [Recipient's Name],

We hope this message finds you well. We would like to inform you that the Special Education Assessment meeting originally scheduled for [original date] has been rescheduled.

The new date and time for the meeting is [new date and time]. The location will remain the same, which is [location].

We apologize for any inconvenience this may cause and appreciate your understanding. Your participation is crucial to the assessment process, and we look forward to your presence.

Please confirm your availability for the new date. If you have any questions or concerns, feel free to reach out to us.

Thank you for your cooperation.

Sincerely,

[Your Name]

[Your Position]

[School/Organization Name]

[Contact Information]