

Revised Extracurricular Schedule Alert

Dear [Recipient's Name],

We hope this message finds you well. We would like to inform you that there has been a revision to the extracurricular schedule for the upcoming term.

Please find the updated schedule below:

- **Activity:** [Activity Name]
- **Date:** [New Date]
- **Time:** [New Time]
- **Location:** [New Location]

We appreciate your understanding and flexibility regarding these changes. If you have any questions, please feel free to reach out.

Thank you for your attention.

Sincerely,

[Your Name]

[Your Position]

[Your Institution]