

Adjusted Event Timetable

Date: [Insert Date]

Dear [Recipient's Name],

We hope this message finds you well. We are writing to inform you of the adjustments made to the timetable for the upcoming event, [Event Name], scheduled for [Event Date]. Please find the updated schedule below:

Adjusted Timetable

- **Registration:** [New Time]
- **Opening Remarks:** [New Time]
- **Keynote Speaker:** [New Time]
- **Breakout Sessions:** [New Time]
- **Networking Lunch:** [New Time]
- **Closing Remarks:** [New Time]

We appreciate your understanding and flexibility regarding these changes. If you have any questions or concerns, please do not hesitate to contact us at [Contact Information].

Thank you for your continued support. We look forward to seeing you at the event!

Best regards,

[Your Name]

[Your Position]

[Your Organization]