

Important Announcement: Change of Event Timing

Dear [Recipient's Name],

We would like to inform you that the timing for our upcoming event, [Event Name], has been changed. The event will now take place on:

New Date: [New Date]

New Time: [New Time]

We apologize for any inconvenience this may cause and appreciate your understanding. We look forward to seeing you at the event!

Thank you for your attention.

Best regards,

[Your Name]

[Your Position]

[Your Organization]