

Revised Event Schedule

Dear [Recipient's Name],

We hope this message finds you well. We are writing to inform you of a revised schedule for the [Event Name] originally planned for [Original Date].

The new dates and times are as follows:

- **New Date:** [New Date]
- **New Time:** [New Time]
- **Venue:** [Venue Name and Address]

We apologize for any inconvenience this may cause and appreciate your understanding. If you have any questions or need further assistance, please do not hesitate to reach out to us.

Thank you for your continued support.

Sincerely,

[Your Name]

[Your Position]

[Your Organization]

[Your Contact Information]