

Notice of Event Date Change

Dear [Recipient's Name],

We hope this message finds you well. We are reaching out to inform you that the date of our upcoming event, previously scheduled for [Original Date], has been changed.

The new date for the event is [New Date]. We apologize for any inconvenience this alteration may cause and hope you will still be able to join us.

All other details regarding the venue and time remain the same. If you have any questions or concerns, please do not hesitate to contact us.

Thank you for your understanding.

Best regards,

[Your Name]

[Your Position]

[Your Organization]

[Contact Information]