

Confirmation of Revised Event Instructions

Date: [Insert Date]

To: [Recipient's Name]

From: [Your Name]

Subject: Confirmation of Revised Event Instructions

Dear [Recipient's Name],

I hope this message finds you well. I am writing to confirm the revised instructions for the upcoming [Event Name] scheduled for [Event Date]. Please find the updated details below:

Revised Event Instructions

- **Location:** [New Location]
- **Time:** [New Time]
- **Agenda:** [Brief Agenda Details]
- **Special Instructions:** [Any Special Instructions]

We appreciate your understanding and flexibility regarding these changes. Should you have any questions or require further clarification, please do not hesitate to reach out.

Thank you for your cooperation. We look forward to a successful event!

Best regards,

[Your Name]

[Your Position]

[Your Contact Information]