

# Conference Session Scheduling Update

Dear [Recipient's Name],

We hope this message finds you well. We are writing to inform you about an update regarding the scheduling of your session for the upcoming [Conference Name].

Your session, titled "[**Session Title**]", has been rescheduled to [New Date] at [New Time]. The new location will be [New Location].

We apologize for any inconvenience this may cause and appreciate your understanding. Please let us know if you have any questions or require further assistance.

Thank you for your participation in [Conference Name]. We look forward to your valuable contribution!

Best regards,

[Your Name]

[Your Position]

[Organization Name]

[Contact Information]