

Notification of Timetable Adjustments

Dear [Recipient's Name],

We hope this message finds you well. We would like to inform you that there have been adjustments made to the session timetable for [Course/Program Name].

The following changes will take effect from [Start Date]:

- Session 1: [New Date and Time]
- Session 2: [New Date and Time]
- Session 3: [New Date and Time]

We apologize for any inconvenience this may cause and appreciate your understanding as we strive to improve the scheduling process.

If you have any questions or concerns, please do not hesitate to contact us at [Contact Information].

Thank you for your attention to this matter.

Sincerely,

[Your Name]

[Your Position]

[Your Institution]