

Memo

Date: [Insert Date]

To: [Insert Recipient's Name]

From: [Insert Your Name]

Subject: Adjustment of Conference Date

Dear [Recipient's Name],

I hope this message finds you well. We would like to inform you that the date for the upcoming conference, originally scheduled for [insert original date], has been adjusted.

The new date for the conference will be [insert new date]. We apologize for any inconvenience this may cause and appreciate your understanding.

Please feel free to reach out if you have any questions or concerns regarding this change.

Thank you for your attention to this matter.

Sincerely,

[Your Name]

[Your Position]

[Your Organization]

[Your Contact Information]