

# Notification of Conference Date Change

Dear [Recipient's Name],

We hope this message finds you well. We are writing to inform you that the date of the upcoming [Conference Name] has been changed. The conference will now take place on [New Date] instead of [Old Date].

We apologize for any inconvenience this may cause and appreciate your understanding as we make this adjustment. Our goal is to ensure that all attendees have the best possible experience.

Please update your calendars accordingly. All other details regarding the conference remain the same.

If you have any questions or concerns regarding this change, feel free to reach out to us at [Contact Information].

Thank you for your understanding.

Best regards,

[Your Name]

[Your Position]

[Organization Name]

[Organization Phone Number]

[Organization Email Address]