

Conference Timing Adjustment Notification

Dear [Recipient's Name],

We hope this message finds you well. We are writing to inform you of an adjustment to the timing of the upcoming conference, [Conference Name], scheduled for [Original Date].

Please note that the conference will now take place on [New Date] at [New Time].

The change was made to accommodate [reason for adjustment, e.g., speaker availability, venue issues]. We appreciate your understanding and flexibility regarding this matter.

For further inquiries or assistance, please do not hesitate to contact us at [Contact Information].

Thank you for your attention, and we look forward to seeing you at the conference.

Best regards,

[Your Name]

[Your Position]

[Organization Name]

[Contact Information]