

Modified Conference Agenda Notice

Date: [Insert Date]

To: [Recipient's Name]

From: [Your Name]

Subject: Revised Agenda for [Conference Name]

Dear [Recipient's Name],

We would like to notify you of a few modifications to the agenda for the upcoming [Conference Name] scheduled on [Original Date]. These changes have been made to enhance our discussions and accommodate additional speakers.

Revised Agenda:

- [Time] - [Session Title]: [Description]
- [Time] - [Session Title]: [Description]
- [Time] - [Session Title]: [Description]

Please find the full agenda attached for your reference.

We appreciate your understanding and look forward to an engaging conference.

Best regards,

[Your Name]

[Your Position]

[Your Organization]

[Contact Information]