

Rescheduling Notice

Dear [School Board Members/Parents/Staff],

We hope this message finds you well. Due to [reason for rescheduling], we have decided to reschedule the upcoming school board meeting originally planned for [original date and time].

The new date and time for the meeting will be:

[New date and time]

We apologize for any inconvenience this may cause and appreciate your understanding. Your participation is important to us, and we look forward to seeing you at the rescheduled meeting.

Thank you for your attention to this matter.

Sincerely,

[Your Name]

[Your Position]

[School/Organization Name]

[Contact Information]