

# Class Timing Alteration Notification

Date: [Insert Date]

Dear [Recipient's Name],

We hope this message finds you well. We are writing to inform you about a change in the timing of your class.

Effective [Insert Effective Date], the class originally scheduled for [Original Day and Time] will now take place on [New Day and Time].

We apologize for any inconvenience this may cause and appreciate your understanding in this matter.

Should you have any questions or concerns, please feel free to contact us.

Thank you for your attention.

Sincerely,

[Your Name]

[Your Position]

[Institution Name]

[Contact Information]