

Important Notice: Change in Educational Schedule

Dear [Recipient's Name],

We hope this message finds you well. We are writing to inform you of a change in the educational schedule that will take effect starting [Effective Date].

New Schedule Details:

- Class Name: [Class Name]
- New Day: [New Day]
- New Time: [New Time]
- Location: [New Location]

We understand that changes in the schedule may present challenges, and we appreciate your understanding and flexibility as we make this adjustment to better serve our community.

If you have any questions or concerns regarding this change, please do not hesitate to contact us at [Contact Information].

Thank you for your cooperation.

Sincerely,

[Your Name]

[Your Position]

[School/Institution Name]

[Contact Information]