

# **Subject: Rescheduling of Compliance Training Session**

Dear [Recipient's Name],

I hope this message finds you well. I am writing to inform you that our upcoming compliance training session originally scheduled for [original date and time] has been rescheduled.

The new date and time for the training session will be [new date and time]. We apologize for any inconvenience this may cause and appreciate your understanding.

Please confirm your availability for the rescheduled session at your earliest convenience. If you have any questions or concerns, feel free to reach out to me.

Thank you for your cooperation.

Best regards,

[Your Name]

[Your Position]

[Your Company]

[Your Contact Information]