

Meeting Time Adjustment Notice

Date: [Insert Date]

To: [Recipient's Name]

From: [Your Name]

Subject: Notice of Meeting Time Adjustment

Dear [Recipient's Name],

I hope this message finds you well. I am writing to inform you that the time for our upcoming meeting originally scheduled for [Original Date and Time] has been adjusted.

The meeting will now take place on [New Date and Time]. We appreciate your understanding and flexibility regarding this change.

Please let me know if the new time works for you or if there are any conflicts.

Thank you for your attention to this matter. I look forward to our discussion.

Best regards,

[Your Name]

[Your Position]

[Your Contact Information]