

# Revised Meeting Schedule Announcement

Dear [Team/Department Name],

We would like to inform you about the revised schedule for our upcoming meeting originally planned for [original date and time].

**New Date and Time:** [new date and time]

**Location:** [meeting location/online link]

We apologize for any inconvenience this may cause and appreciate your understanding. Please make the necessary arrangements to accommodate the new schedule.

If you have any questions or concerns, feel free to reach out.

Thank you for your attention.

Best regards,

[Your Name]

[Your Position]

[Your Contact Information]