

# Workshop Schedule Update

Dear [Participant's Name],

We hope this message finds you well. We wanted to inform you about an update to the schedule for our upcoming workshop titled "[Workshop Title]."

## **New Schedule:**

- **Date:** [New Date]
- **Time:** [New Time]
- **Location:** [New Location]

We apologize for any inconvenience this may cause and appreciate your understanding. Please confirm your availability for the new date and time.

Thank you for your attention, and we look forward to seeing you at the workshop!

Best regards,

[Your Name]

[Your Position]

[Your Organization]

[Your Contact Information]