

Notice of Change in Event Date

Dear [Recipient's Name],

We hope this message finds you well. We are writing to inform you that the date for the [Event Name] has been changed.

Originally scheduled for [Original Date], the event will now take place on [New Date].

We apologize for any inconvenience this may cause and appreciate your understanding. We are looking forward to seeing you at the event.

If you have any questions or need further information, please do not hesitate to reach out to us at [Contact Information].

Thank you for your understanding.

Sincerely,

[Your Name]

[Your Position]

[Your Organization]