

# Notification of Event Date Change

Dear [Recipient's Name],

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

The event, originally scheduled for [Original Date], will now take place on [New Date]. We apologize for any inconvenience this may cause and appreciate your understanding.

Please update your calendar accordingly, and we hope to see you at the event on the new date.

If you have any questions or require further information, please feel free to contact us at [Contact Information].

Thank you for your understanding.

Sincerely,

[Your Name]

[Your Title]

[Your Organization]