

# Event Schedule Notification

Dear [Recipient's Name],

We hope this message finds you well. We would like to inform you about a modification to the schedule of the upcoming event, [Event Name].

## **New Schedule Details:**

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

We sincerely apologize for any inconvenience this may cause and appreciate your understanding as we make these necessary adjustments.

If you have any questions or concerns, please do not hesitate to reach out.

Thank you for your attention, and we look forward to seeing you at the event.

Best regards,

[Your Name]

[Your Title]

[Your Organization]

[Your Contact Information]