

New Date Notification for Scheduled Event

Dear [Recipient Name],

We hope this message finds you well. We are writing to inform you that the date for our scheduled event, [Event Name], has been changed. The new date is now set for [New Date].

Please mark your calendars accordingly. We apologize for any inconvenience this may cause and appreciate your understanding.

If you have any questions or need further assistance, feel free to reach out to us.

Thank you for your attention to this matter.

Sincerely,

[Your Name]

[Your Position]

[Your Company]

[Contact Information]