

**Dear [Recipient's Name],**

We hope this message finds you well. We would like to inform you that the date for our upcoming gathering has been revised.

New Date: [New Date]

Time: [Time]

Location: [Location]

We apologize for any inconvenience this may cause and sincerely hope you can still join us. Thank you for your understanding.

Best regards,  
[Your Name]  
[Your Position]  
[Your Organization]