

Notice of Schedule Adjustment

Dear [Recipient's Name],

We hope this message finds you well. We would like to inform you of an adjustment to our upcoming exhibit schedule at the [Museum Name].

Original Exhibit Dates: [Original Dates]

Adjusted Exhibit Dates: [New Dates]

This change is due to [reason for adjustment]. We apologize for any inconvenience this may cause and appreciate your understanding.

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

Thank you for your continued support of [Museum Name].

Warm regards,

[Your Name]

[Your Position]

[Museum Name]

[Contact Information]