

Notice of Schedule Adjustment

Date: [Insert Date]

To: [Recipient's Name]

From: [Your Name]

Subject: Adjustment of Exhibit Logistics Schedule

Dear [Recipient's Name],

We thank you for your continued support and collaboration for the upcoming exhibit, "[Exhibit Name]." Due to [reason for adjustment, e.g., unforeseen circumstances, availability of materials], we need to adjust the logistics schedule previously shared.

The updated schedule is as follows:

- **Installation Start Date:** [New Start Date]
- **Installation End Date:** [New End Date]
- **Opening Reception Date:** [New Reception Date]
- **Closing Date:** [New Closing Date]

We apologize for any inconvenience this may cause and appreciate your understanding. Please let us know if these changes will affect your preparations, and do not hesitate to reach out with any questions or concerns.

Thank you for your attention to this matter. We look forward to a successful exhibition.

Sincerely,

[Your Name]

[Your Position]

[Museum Name]

[Contact Information]