

Notification of Schedule Change

Dear [Recipient's Name],

I hope this message finds you well. I am writing to inform you of an unexpected change to our previously scheduled [meeting/event] originally planned for [original date and time].

Due to [brief reason for schedule change], we will need to reschedule our meeting to a later date. The new proposed time is [new date and time]. Please let me know if this works for you or if there are alternative times that would be more convenient.

I apologize for any inconvenience this may cause and appreciate your understanding and flexibility.

Thank you for your attention to this matter. I look forward to hearing from you soon.

Best regards,

[Your Name]

[Your Position]

[Your Organization]

[Your Contact Information]