

Letter of Timetable Amendments

Date: [Insert Date]

To: [Recipient's Name]

[Recipient's Position]

[Recipient's Organization]

[Organization Address]

Dear [Recipient's Name],

I hope this message finds you well. I am writing to inform you about the recent amendments made to the timetable for [specific course/event] scheduled on [original date].

Due to [reason for amendments], the following changes have been implemented:

- [Detail the first amendment]
- [Detail the second amendment]
- [Detail the third amendment]

We appreciate your understanding and flexibility regarding these changes. Should you have any questions or require further clarification, please do not hesitate to reach out.

Thank you for your attention to this matter.

Sincerely,

[Your Name]

[Your Position]

[Your Organization]

[Your Contact Information]