

Dear [Recipient's Name],

I hope this message finds you well. I am writing to express my disappointment regarding the sudden change in the schedule for [specific event or meeting] originally planned for [original date].

While I understand that unexpected circumstances can arise, the abrupt alteration has caused significant inconvenience for me and possibly for others involved. We had made preparations based on the initial timeline, and adjusting to these changes has been challenging.

It would be greatly appreciated if future updates could be communicated as early as possible to allow for better planning on our end. Thank you for your understanding.

Sincerely,

[Your Name]

[Your Position]

[Your Contact Information]