

Dear [Recipient's Name],

I hope this message finds you well. I am writing to formally request confirmation of the adjusted academic review schedule that was discussed in our previous correspondence.

As per our conversation, the following adjustments were proposed:

- **Date:** [New Date]
- **Time:** [New Time]
- **Location:** [New Location]

Please let me know if these adjustments work for you and if I can proceed with the necessary preparations for the review.

Thank you for your attention to this matter. I look forward to your prompt response.

Best regards,

[Your Name]

[Your Position]

[Your Institution]

[Your Contact Information]