

Notice of Schedule Revision

Dear [Recipient's Name],

I hope this message finds you well. We are writing to inform you of a revision to our previously agreed-upon schedule concerning [specific project or meeting details].

The changes are as follows:

- **Original Date/Time:** [Original Date/Time]
- **New Date/Time:** [New Date/Time]

We apologize for any inconvenience this may cause and appreciate your understanding as we adapt to the necessary changes. Please confirm your availability for the new schedule at your earliest convenience.

Thank you for your attention to this matter. Should you have any questions or require further assistance, please do not hesitate to reach out.

Best regards,

[Your Name]

[Your Position]

[Your Company Name]

[Your Contact Information]