

# Curriculum Schedule Change Advisory

Date: [Insert Date]

Dear [Recipient's Name],

We hope this message finds you well. We are writing to inform you of an important change to the curriculum schedule for the [Insert Course/Program Name] starting from [Insert Date of Change].

Due to [Insert Reason for Change], we will be adjusting the schedule as follows:

- **Original Class Time:** [Insert Original Time]
- **New Class Time:** [Insert New Time]
- **New Location:** [Insert New Location, if applicable]

We understand that changes to the schedule may cause inconvenience, and we appreciate your understanding and flexibility in this matter. Our priority is to ensure that all students receive the highest quality of education and support.

If you have any questions or concerns regarding this change, please do not hesitate to reach out to us at [Insert Contact Information].

Thank you for your attention to this matter.

Sincerely,

[Your Name]

[Your Title]

[Your Institution]