

Important Notice: Revised Class Timetable

Dear [Recipient Name],

We hope this message finds you well. This is to inform you that there has been a revision to the class timetable effective from [Start Date]. Please find the updated schedule below:

Revised Class Timetable

| Day | Time | Class | Instructor |
|-----------|---------------------|--------------------|--------------|
| Monday | 9:00 AM - 10:30 AM | Mathematics | Mr. Smith |
| Tuesday | 10:30 AM - 12:00 PM | Biology | Dr. Johnson |
| Wednesday | 1:00 PM - 2:30 PM | Chemistry | Ms. Davis |
| Thursday | 9:00 AM - 10:30 AM | Physics | Mr. Thompson |
| Friday | 10:30 AM - 12:00 PM | English Literature | Mrs. Clark |

We apologize for any inconvenience this may cause and appreciate your understanding as we implement this change.

If you have any questions or concerns, please do not hesitate to contact us.

Best regards,

[Your Name]

[Your Position]

[School/Institution Name]

[Contact Information]