

# Schedule Modification Notice

Date: [Insert Date]

To: [Recipient's Name]

[Recipient's Address]

[City, State, Zip Code]

Dear [Recipient's Name],

We are writing to inform you of a modification to the schedule originally provided for [specific event or project]. The changes are as follows:

- **Original Date/Time:** [Insert Original Date/Time]
- **New Date/Time:** [Insert New Date/Time]
- **Location:** [Insert Location if changed]

We apologize for any inconvenience this may cause and appreciate your understanding. If you have any questions or concerns regarding this schedule modification, please do not hesitate to contact us at [Insert Contact Information].

Thank you for your attention to this matter.

Sincerely,

[Your Name]

[Your Position]

[Your Company]

[Your Contact Information]