

Class Schedule Update

Dear [Recipient's Name],

I hope this message finds you well. I am writing to inform you of an important update regarding the class schedule for [Course Name/Subject].

Due to [reason for the change, e.g., unforeseen circumstances, scheduling conflicts], the following adjustments have been made:

- **Old Schedule:** [Previous date and time]
- **New Schedule:** [New date and time]

We understand that changes can be inconvenient, and we appreciate your flexibility and understanding in this matter. If you have any questions or concerns, please do not hesitate to reach out.

Thank you for your attention to this update.

Sincerely,

[Your Name]

[Your Position]

[Institution/Organization Name]

[Contact Information]