

Notice of Orientation Change

Dear [Student's Name],

We hope this message finds you well. We are writing to inform you that there has been a change to the orientation schedule for incoming students at [College/University Name].

Originally scheduled for [Original Date], the orientation will now take place on [New Date] at [New Location].

Please be assured that all the activities and resources planned for the orientation will remain unchanged, and we are excited to welcome you. If you have any questions or concerns, do not hesitate to reach out to us at [Contact Information].

Thank you for your understanding, and we look forward to seeing you soon!

Sincerely,

[Your Name]

[Your Position]

[College/University Name]

[Contact Information]