

Notice of Rescheduled Trip

Dear [Recipient's Name],

I hope this message finds you well. I am writing to inform you about an unexpected change in our travel plans. Due to [reason for rescheduling], we need to reschedule our trip originally planned for [original dates].

The new travel dates are [new dates]. We apologize for any inconvenience this may cause and appreciate your understanding in this matter.

Please let me know if the new schedule works for you or if further adjustments are needed.

Thank you for your flexibility and support.

Sincerely,

[Your Name]

[Your Contact Information]