

Date: [Insert Date]

To Whom It May Concern,

I am writing to formally endorse the proposed time change for [event/meeting name] originally scheduled on [original date and time]. After careful consideration, I believe that rescheduling to [new date and time] would greatly benefit all participants.

This change will ensure that [reason for the time change, e.g., more attendees can participate, better outcomes, etc.]. I strongly support this adjustment and encourage all relevant parties to embrace this new schedule.

Thank you for considering this endorsement. I look forward to our continued collaboration.

Sincerely,

[Your Name]

[Your Title]

[Your Organization]

[Your Contact Information]