

# Schedule Change Confirmation Notice

Date: [Insert Date]

Dear [Recipient's Name],

We are writing to confirm the recent change in your schedule. The details are as follows:

## **Original Schedule:**

- Event: [Original Event Name]
- Date: [Original Date]
- Time: [Original Time]
- Location: [Original Location]

## **New Schedule:**

- Event: [New Event Name]
- Date: [New Date]
- Time: [New Time]
- Location: [New Location]

If you have any questions or concerns regarding this schedule change, please do not hesitate to contact us.

Thank you for your understanding.

Sincerely,

[Your Name]

[Your Position]

[Your Contact Information]