

Schedule Change Announcement

Dear [Recipient's Name],

We hope this message finds you well. We are writing to inform you that there has been a change to the schedule for [specific event or meeting].

The new schedule is as follows:

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

We apologize for any inconvenience this may cause and appreciate your understanding. Please feel free to reach out if you have any questions.

Thank you for your cooperation.

Sincerely,

[Your Name]

[Your Position]

[Your Contact Information]