

# Notification of Change in Schedule

Dear [Investor's Name],

We hope this message finds you well. We would like to inform you of a change in the schedule for the upcoming institutional investor meeting originally set for [Original Date and Time].

The meeting will now take place on:

**[New Date and Time]**

We apologize for any inconvenience this may cause and appreciate your understanding as we make this change. The meeting will still be held at [Location/Platform] and will cover the same agenda items as previously planned.

Please feel free to reach out if you have any questions or require further assistance.

Thank you for your continued support.

Best regards,  
[Your Name]  
[Your Position]  
[Your Company]