

Business Schedule Modification Advisory

Date: [Insert Date]

To: [Recipient's Name]

From: [Your Name]

Subject: Notification of Schedule Modification

Dear [Recipient's Name],

I hope this message finds you well. I am writing to inform you of a modification to our previously scheduled meeting on [original date and time]. Due to [reason for modification], we will need to adjust the meeting timing.

The revised schedule is as follows:

- **New Date:** [New date]
- **New Time:** [New time]
- **Location:** [Meeting location/Platform]

We apologize for any inconvenience this may cause and appreciate your understanding. Please confirm your availability for the new schedule at your earliest convenience.

Thank you for your attention to this matter. Should you have any questions, feel free to reach out.

Best regards,

[Your Name]

[Your Position]

[Your Company]

[Your Contact Information]