

# Letter of Agreement to New Timetable

Date: [Insert Date]

To: [Recipient's Name]

[Recipient's Position]

[Recipient's Organization]

Dear [Recipient's Name],

We are pleased to confirm our agreement regarding the new timetable effective [Start Date]. We appreciate your cooperation in this matter and believe that the new schedule will enhance our productivity.

Below are the details of the new timetable:

- Days: [Insert Days]
- Start Time: [Insert Start Time]
- End Time: [Insert End Time]

Please review the details and confirm your acceptance by signing below.

Sincerely,

[Your Name]

[Your Position]

[Your Organization]

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Signature