

Notification of Revised Schedule

Date: [Insert Date]

To: [Recipient's Name]

From: [Your Name]

Subject: Notification of Revised Schedule

Dear [Recipient's Name],

We hope this message finds you well. We would like to inform you that there has been a revision to the previously scheduled dates for [specific event or project].

The new schedule is as follows:

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

We apologize for any inconvenience this may cause and appreciate your understanding and flexibility in this matter.

Please feel free to reach out if you have any questions or concerns.

Thank you for your attention to this matter.

Sincerely,

[Your Name]

[Your Position]

[Your Contact Information]