

Schedule Arrangement Validation

Date: [Insert Date]

To: [Recipient's Name]

[Recipient's Title]

[Company/Organization Name]

[Company Address]

Dear [Recipient's Name],

We are pleased to inform you that your request for a new schedule arrangement has been reviewed and approved. The details of the new schedule are as follows:

- Start Date: [Insert Start Date]
- End Date: [Insert End Date]
- Days of Operation: [Insert Days]
- Time: [Insert Time]

Please confirm your acceptance of this arrangement by signing below and returning it to us by [Insert Deadline]. Should you have any questions, feel free to reach out.

Thank you for your cooperation.

Sincerely,

[Your Name]

[Your Title]

[Your Company/Organization Name]

Accepted by: _____

Date: _____