

Notification of Change to Corporate Event

Date: [Insert Date]

Dear [Recipient's Name],

We hope this message finds you well. We are writing to inform you of a change regarding the upcoming corporate event originally scheduled for [original date] at [original location].

Due to [reason for change], the event will now take place on [new date] at [new location]. We apologize for any inconvenience this may cause and appreciate your understanding.

Please feel free to reach out to us if you have any questions or concerns. We look forward to seeing you at the event!

Best regards,

[Your Name]

[Your Position]

[Company Name]

[Contact Information]