

Product Demonstration Schedule Update

Date: [Insert Date]

Dear [Recipient's Name],

We hope this message finds you well. We are writing to update you regarding the schedule for the upcoming product demonstration.

Originally scheduled for [Original Date], the demonstration will now take place on [New Date] at [Time]. The venue remains the same at [Venue Location].

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

Thank you for your continued interest in our products. We look forward to seeing you soon.

Best regards,

[Your Name]

[Your Position]

[Your Company]

[Contact Information]