

Dear [Recipient's Name],

We hope this message finds you well. We are writing to inform you of the updated schedule for our recurring workshops.

Updated Workshop Schedule:

- **Workshop Title 1:** [Date & Time]
- **Workshop Title 2:** [Date & Time]
- **Workshop Title 3:** [Date & Time]

Please mark your calendars accordingly. We look forward to your participation!

Best regards,

[Your Name]

[Your Title]

[Your Organization]

[Your Contact Information]