

# Notice of Changes to Writing Workshop

Dear Participants,

We hope this message finds you well. We are writing to inform you about some important changes to our upcoming writing workshop.

**New Format:** The workshop will now be conducted in a hybrid format combining both in-person and virtual sessions. This change is intended to accommodate everyone's needs and preferences.

**New Venue:** The in-person sessions will now take place at the Downtown Community Center, located at 123 Main St., instead of the previously announced location.

**Date and Time:** The workshop will be held on the same dates, [insert dates], but the timing will now be from 10:00 AM to 3:00 PM.

We appreciate your understanding and flexibility as we make these adjustments. If you have any questions or concerns, please feel free to reach out to us at [insert contact information].

Thank you for your continued support, and we look forward to seeing you soon!

Best regards,  
[Your Name]  
[Your Position]  
[Organization Name]