

# Virtual Tour Scheduling Adjustment

Dear [Recipient's Name],

I hope this message finds you well. I am writing to inform you about a change in the schedule for your upcoming virtual tour.

Originally, your tour was set for [Original Date & Time]. However, due to [Reason for Adjustment], we need to reschedule it to [New Date & Time].

We sincerely apologize for any inconvenience this may cause and appreciate your understanding. Please confirm your availability for the new date or suggest an alternative that works for you.

Thank you for your flexibility, and we look forward to providing you with an enjoyable virtual experience.

Best regards,

[Your Name]

[Your Position]

[Your Company]

[Your Contact Information]