

Instruction: This is a model letter. Adapt to fit your facts and circumstances.

		Return address:
		Name
	Date	Address Line 1
		Address Line 2
		City, State Zip Code
Name		
Company		
Address Line		
City, State Zip Code		

Re: Change of Event Time, Location, etc.

Dear :

We are writing to inform you that {concert, play, etc} will {be moved, be at different time, etc}. We are sorry for any inconveniences this may cause. Your tickets are still valid for the event.

Sincerely,

N A M E