

[Your Name]
[Your Address]
[City, State, Zip Code]
[Email Address]
[Date]
[Recipient Name]
[Studio/Facility Name]
[Facility Address]
[City, State, Zip Code]

Dear [Recipient Name],

I hope this message finds you well. I am writing to inform you of an important change to our Zumba class schedule that will take effect starting [effective date of change].

The new schedule is as follows:

- **[Day of the Week]**: [New Time]
- **[Day of the Week]**: [New Time]
- **[Day of the Week]**: [New Time]

Please note that these changes have been made to better accommodate our instructors and provide a more enjoyable experience for our participants. We understand that schedule changes can be inconvenient, and we appreciate your understanding and flexibility. If you have any questions or concerns, please feel free to reach out to me at [Your Phone Number] or [Your Email Address].

Thank you for your continued support and enthusiasm for Zumba!

Sincerely,

[Your Name]
[Your Title/Position]
[Studio/Facility Name]