**RESCHEDULE BUISNESS MEETING**

Hi everyone,

Due to a clashing of project M and project Z meetings, the venue and the date of the project Z meeting has changed from 13th September 20XX at 2.00pm in Hall 7, to 18th September 20XX at 11:00 pm in Hall 5. You can contact me for any clarification.

When communicating changes, it is crucial that you do so in a comprehensible manner to relay the information clearly and avoid confusion.

Regards,

Joseph