

Letter to Postpone an Event

To,
D-5
Ajnara Grace
Delhi

Subject: Event Postponement Letter

From,
Mr. Gaikwad
Srinivasa
Ghaziabad

Date: 4th August 2019

Dear Sir/Madam

I am writing to you to inform you that due to the poor weather conditions in our area, the event scheduled on 6th August 2019, Tuesday, needs to be shifted to a new date. The rescheduled date and timings for the same will be informed to you via phone calls.

I express apologies for this postponement which was not at all anticipated earlier.

Yours Lovingly,

Mr. & Mrs. Singh