

Letter to Postpone Meeting

To,
HR Department
Aizan Company
Delhi

Subject: Postponement of the meeting

From,
Owner,
Taliwan Industries 59
Delhi

Date: 1st February 2020

Dear Sir/Madam

This is to inform you that the meeting scheduled for 3rd February 2020, Monday has been rescheduled to 24th February 2020, Wednesday. I have been informed by my manager that I need to urgently travel to the US for a client meeting. Sorry for any kind of hassle caused to you. Thank you for your patience and time.

Yours Lovingly,

Ajay Ghuiya
HR Manager