**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