**Sample Letter of Postpone Meeting**

From, Owner,

Taiwan Industries 59 Delhi

Date: 1st February 2020 To,

HR Department

Aizan Company Delhi

Subject: Postponement of the meeting 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.

Sincerely, Ajay Ghuiya HR Manager