

# 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