

Notice to Postpone Meeting

Date: [Insert Date]

To: [Recipient's Name]

From: [Your Name]

Subject: Postponement of Scheduled Meeting

Dear [Recipient's Name],

I hope this message finds you well. I am writing to inform you that our meeting scheduled for [original date and time] has to be postponed due to [reason for postponement].

We value your time and input greatly, and I would like to propose rescheduling our meeting to a later date. Please let me know your availability for the following dates and times:

- [Option 1: Date and Time]
- [Option 2: Date and Time]
- [Option 3: Date and Time]

Thank you for your understanding in this matter. I look forward to our conversation and apologize for any inconvenience this may cause.

Best regards,

[Your Name]

[Your Position]

[Your Contact Information]