

# Confirmation of Meeting Reschedule

Date: [Insert Date]

To: [Recipient's Name]

[Recipient's Address]

Dear [Recipient's Name],

We would like to confirm the new date for the upcoming meeting of the Social Service Agency. The meeting has been rescheduled to **[New Date]** at **[New Time]**. It will be held at **[Location]**.

We appreciate your understanding and flexibility regarding this change. Please let us know if you have any questions or if you will be unable to attend.

Thank you for your cooperation.

Best Regards,

[Your Name]

[Your Position]

[Social Service Agency Name]

[Contact Information]