

Letter of Explanation for Meeting Postponement

Date: [Insert Date]

[Your Name]

[Your Position]

[Social Service Agency Name]

[Agency Address]

[City, State, Zip Code]

Dear [Recipient's Name],

I hope this message finds you well. I am writing to inform you that the meeting originally scheduled for [original date] regarding [meeting topic] has been postponed.

Due to [brief explanation of the reason for postponement, e.g., unforeseen circumstances, scheduling conflicts], we are unable to hold the meeting as planned. We understand the importance of this discussion and sincerely apologize for any inconvenience this may cause.

We are in the process of rescheduling and will reach out soon with a new date and time. Your understanding and flexibility are greatly appreciated.

Thank you for your understanding. If you have any immediate questions or concerns, please feel free to contact me at [your phone number] or [your email address].

Warm regards,

[Your Name]

[Your Position]

[Social Service Agency Name]