

Letter of Change of Date for Board Meeting

Date: [Insert Date]

[Recipient's Name]

[Recipient's Position]

[School/Organization Name]

[School Address]

Dear [Recipient's Name],

We hope this message finds you well. Due to unforeseen circumstances, we have decided to change the date of the upcoming board meeting originally scheduled for [Original Date].

The new date for the board meeting will be [New Date]. The meeting will still be held at [Location] and will commence at [Time]. We apologize for any inconvenience this may cause and appreciate your understanding and flexibility.

Please confirm your availability for the new date. Should you have any questions or concerns, feel free to reach out to me directly.

Thank you for your attention to this matter.

Sincerely,

[Your Name]

[Your Position]

[School/Organization Name]

[Your Contact Information]