

# Notification of Changes to Reseller Conflict Resolution Meeting

Date: [Insert Date]

Dear [Reseller's Name],

We would like to inform you of some changes to the scheduled Conflict Resolution Meeting originally set for [Original Date] at [Original Time].

The meeting will now take place on:

**New Date:** [New Date]

**New Time:** [New Time]

**Location:** [New Location]

We apologize for any inconvenience this may cause and appreciate your understanding as we strive to resolve this matter effectively.

Please confirm your availability for the new date and time.

Thank you for your cooperation.

Sincerely,

[Your Name]

[Your Position]

[Your Company]

[Contact Information]