

# Letter of Understanding for Late Cancellation of Engagement

Date: [Insert Date]

To: [Recipient's Name]

[Recipient's Address]

[City, State, Zip Code]

Dear [Recipient's Name],

I hope this message finds you well. I am writing to formally acknowledge and confirm our understanding regarding the late cancellation of the upcoming engagement scheduled for [insert date of engagement].

Due to [reason for cancellation], we regretfully accept that postponing this engagement is necessary at this time. We appreciate your communication regarding this matter and understand the circumstances that prompted it.

We value our relationship and are committed to ensuring that we have an opportunity to reschedule at a mutually convenient time in the future. Please let us know your availability for a follow-up discussion.

Thank you for your understanding and cooperation. We look forward to hearing from you soon.

Sincerely,

[Your Name]

[Your Position]

[Your Company/Organization]

[Your Contact Information]