

# Board Meeting Adjournment Letter

Date: [Insert Date]

To: [Board Member's Name]

[Board Member's Address]

Dear [Board Member's Name],

We hereby notify you that the board meeting originally scheduled for [Insert Original Date and Time] has been adjourned. The decision to adjourn was made due to [Insert Reason for Adjournment].

The new date and time for the meeting will be [Insert New Date and Time]. Kindly make the necessary arrangements to attend.

We appreciate your understanding and cooperation.

Sincerely,

[Your Name]

[Your Position]

[Company/Organization Name]

[Contact Information]