

CCS Insights: Letters to Customers - Cancellation & Change Of Date for Call or Meeting

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[Print on Company's Letterhead]

<<Date>>

<<Contact Name>>

<<Trading/Company Name of your Customer>>

<<Address>>

Dear <<Name of Contact>>,

<<Re: Change of date for conference call/meeting>>

Unfortunately, we are unable to make the meeting/conference call scheduled for <<date>> due to <<state reason>>.

Please may we reschedule this meeting/conference call for <<time>> on <<Enter date>>. We will assume that this rearrangement of the meeting/conference call is acceptable, but please let us know if this is not convenient so that we can agree an alternative.

All other parties to the meeting/call have also been informed on the same basis.

Apologies for the inconvenience and late notice.

Kind regards,

<<Name & Title>>

For and on behalf of <<Company Name>>

c.c. << >>

**For further consultation, please
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