[Print or... insert Address]

<<Contact Name>>
<<Trading/Company Name>>
<<Address>>
<<Address>>
<<Post Code>>

<<Date>>

Dear <<SIR/MADAM>>,

<<Re: Change of date for confere...

Unfortunately, I am unable to make... e call scheduled for <<date>> due to <<state reason>>.

Please may we reschedule this me... <<time>> on <<Enter date>>. I will assume that this rearrangement of... call is acceptable, but please let me know if this is not convenient so th... native.

All other parties to the meeting/cal... d on the same basis.

Apologies for the inconvenience a...

Kind regards,

<<Name>>
<<Title>>

c.c. <<   >>