To,

All participants

26-06-20XX

Subject: Meeting reschedule letter to participants

Dear participants,

I am Michelle Johnson, working as a liaison officer in Julia pharmaceuticals. On my company’s behalf, I have been directed to inform you that the annual meeting which was scheduled to be held on X of July, 20XX has now been canceled and rescheduled. The company has never anticipated such a problem but the reason for annulling the meeting is that Mr. Johnson, the founder of this company has passed away due to a sudden heart attack last night.

His demise news was confirmed by his wife this morning. The company is well aware of the inconvenience which may have been caused by sudden cessation of the meeting because arrangements have been made on a very big scale and most of the important agendas along with working strategies were supposed to be discussed at this important event. But all of you must understand that the decision was changed due to unavoidable circumstances beyond the control of humans.

On my company’s behalf, I have also been directed to inform you about the new meeting date, which is scheduled as X of August, 20XX. Please reply with an acknowledgment email to make sure that message has been delivered and you are agreed. Prior to starting the meeting, the mourning ceremony will also be held in the company’s head office in order to pray for the departed soul.

We once again apologize for the inconvenience caused by cancellation of the meeting due to unanticipated reason.

Yours Truly,

[Name Here]