To,

All participants

26-06-20XX

Subject: Meeting reschedule letter to participants

Dear participants,

Hello everyone! I hope you all will be doing very well. I am Robert Johnson, the senior vice president of Jubilee Insurance Pvt. Ltd. Through this letter, I am to inform you that our business meeting which was scheduled to be held on X of July, 20XX at our company’s head office, has now been rescheduled due to inescapable circumstances.

I have been informed by my office secretary that I am to participate in a business conference in Germany on behalf of the company. Due to this reason, I will not be available here to preside the meeting and that is the reason I had to reschedule the meeting. I know how zealous you all were regarding this meeting keeping in view its agenda. All the arrangements were done to make this meeting fruitful, but I have no choice but to attend the conference on a priority basis.

This is my appeal to all of you to send me back an acknowledgment email in response to this letter. I will be calling you back after I return from Germany and then we will decide on a new date for this particular meeting. Sorry for any inconvenience which may have been caused to you.

Yours Sincerely,

[Your Name]