Your Name

Street Address City, ST ZIP Code

Date

Recipient Name

Title

Company Name

Street Address City, ST ZIP Code

Dear Recipient Name:

This is to inform you that the company Board meeting has been re-scheduled. Previously, it was to take place on 11th April 2019 but due to some problems, it has been decided to have the meeting on 18th April 2019. It is to be noted here that the timings of the meeting are the same i.e. 11:00 a.m. The meeting will be chaired by the Managing Director Mr. Stephan.

Due to some construction work going on, the board meeting will now be held at The Country Club. Please be on time for the meeting. Your punctuality will be appreciated.

Sincerely,

Your Name