[Company Name]  
[Address, City, STATE, Zip]  
[Contact]  
[Website]

To

[The Recipient(s)]

Subject: Meeting postponed due to bad weather

Dear Staff members,

I hope this letter will find you in the best of health and spirit. I am Gibbs, CEO of [XYZ limited]. I regretfully inform you that our meeting which was scheduled to be held on the 20th of October, 20XX, has been canceled due to bad weather forecast. I know that this is highly inconvenient for all of you because you are being informed on such a short notice but I was forced to take this decision earlier in the morning today when I watched the news that a series of heavy rains accompanied by thunderstorms is about to start throughout the country. Unfortunately, rain along with heavy thunderstorms has also been forecasted on our meeting day.

As most of the participants are coming from various distant states to attend the meeting, therefore I thought that due to harsh weather conditions, they might face difficulty while attending the meeting. That was the main reason due to which I decided to cancel and shift the meeting to some other date feasible for all of you.

I hope you all have understood the situation I just tried to explain. Moreover, I expect from all of you at the same time that everybody will send me an acknowledgment email, confirming that message has been delivered to all of you positively. A new date for the same meeting will be announced later and you all will be informed about the date well before time.

Yours sincerely,  
[XYZ]