[Company Name]  
[Address]  
[Contact]  
[Website]

Dear Mr. Stalin,

Hello, Mr. Stalin I hope you have been having the best of your times. Thank you in advance for finding time to read this letter. The penning down for my writing this letter is to let you know about the upcoming meeting that was scheduled on 15th March but due to lockdown and Covid-19, we did not find a time to rearrange it. As you know that all kinds of governmental and non-governmental organizations were closed for a certain period.

It was a great experience to work with you that reached the company to the skies. Now I am looking forward to the same expectations and zeal from you and from the collaboration of both of us we will start our new business that will pave the way for more success and opportunities.

I have notified my senior employees regarding the meeting schedule and they all are very excited to attend it. I have handed over the project details and have provided some of our new business highlights to Miss Lucy and she will make a presentation on it where all the benefits and disadvantages of the business would be discussed.

As you know that due to the December holidays all kinds of indoor and outdoor activities are closed so we will have a meeting in New Year on 25th January 20XX. I hope that this meeting will prove beneficial to us in all ways. Looking forward to seeing you at the meeting!

The meeting will be arranged in meeting hall of the company at 9:00 am. Thank you.

Regards,

Edward Mark