

## **Meeting Rescheduled**

To: [IDENTIFY PERSON/GROUP, ex. Tom Atkinson, Joel Johnson & Bill Williams]

From: [YOUR NAME]

Date: [DATE, ex. July 5, 1998]

Subject: [MEETING, ex. Meeting on July 13, 2:00 PM]

In light of scheduling conflicts, I have rescheduled our meeting to [DATE AND TIME, ex. Friday at 2:00 PM] at [PLACE, ex. boardroom 5]. I hope this accommodates everyone. If not, please contact me at your earliest convenience.