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Respected Raven,

This is to notify you that due to inescapable state of affairs that I have to cancel our meeting which was made-up to be held on Monday, February 21 st 2017. I have just been clued-up by my manager that for the next 2 weeks I will be travelling to Hong Kong for the business tour. Thus I have to annul our meeting.

I appeal you to kindly send me an acknowledgement of this cessation letter. I will map a new engagement with you soon. I shall call you after I came back to rearrange the conference to a new time. It's just affair of two weeks. Sorry for any hassle caused to you. Thank you for your endurance and time.

Yours Faithfully,

Mr. SSQA,
14 th February, 2017

LETTER / NOTICE / MAIL SAMPLE FOR MEETING RESCHEDULED TO MONDAY / TOMORROW / ACCOMMODATE

To: [IDENTIFY PERSON/GROUP, ex. John Smith, Joel Johnson & Bill Williams]
From: [YOUR NAME]
Date: [DATE, ex. July 5, 2014]
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.

Jessica Holbrook Hernandez
P.O. Box 1673
Callahan, FL 32011
1.800.991.5187
Jessica@GreatResumesFast.com

>>Date<<

>>Executive Job Seeker<<
>>Street Address<<
>>City, State and Zip<<

Dear Executive Job Seeker,

Are you looking for a \$100,000+ to \$1M+ position?


As the President of Great Resumes Fast, my team and I have helped thousands of executives secure interviews with our value proposition letters, executive resumes, and LinkedIn profile development services. Here are some of our results:

- 99.6% interview-winning success rate in less than 60 days.
- Job searches shortened from 9+ months to 3 months or less.
- 20% secure interviews in 2 weeks or less.

Executives who invest in the career launch package with executive recruiter distribution secure a 75% response rate within 2 weeks and save 6 months of job search time. Clients who utilize Value Proposition Letters enjoy an even higher success rate.

Would you like to learn more?

Sincerely,



Jessica Holbrook Hernandez

PS: Visit GreatResumesFast.com for more information.

Dear Sir,

POSTPONEMENT OF MMU INTERNATIONAL CHESS OPEN 2012

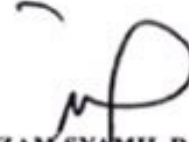
Regarding to matter above, we wish to inform you that we will postpone International Chess Open (30th June 2012 to 1st July 2012).

2. Hereby, due to the time crashing with the Kejohanan Sukan Majlis IPTS Malaysia (MASISWA) di KUIIM, we decided to postpone it to avoid certain difficulty. Further update on our event will be announced after the approval from MMU student affair.

We feel sorry with our decision. Hopefully it doesn't cause any disturbance.

Thanks you.

Your sincerely,



NIZAM SYAMIL RAZALLI
Assistant Director
Student Affairs Division
Multimedia University
Jalan Ayik Keroh Lama
75450 Melaka

Win Soh Tian Sheng
Director of International Chess Open

expected, there's no need to write a very detailed explanation. What if you can remember the phrases and write them down as if they are your own words? You must try to milden their dissatisfaction through much politeness and apology. How to make the words become your own? The smart tool below will empower your skills. Despite the unexpected need to terminate it, you are still interested in the appointment. In most cases, sending an email is sufficient. 2 - delay Happening at a later time than expected or originally scheduled Our flight from Taipei to Beijing was delayed by 2 and a half hours. 7 - be away on business Because I would be away on business next week, could we delay the meeting to the first Friday of next month? How can you do that? Unfortunately, I am not possible to attend at that time as I have made an appointment with my doctor. In order to keep the email brief and to-the-point, just give them a short but reasonable reason. 3 One extra advice When you eventually meet them, thank them for their patience and understanding. 4 - postpone Postponing a meeting to a specific date in the future Dear Mrs. You also need to suggest another appointment. The unexpected has come up Unfortunately, as something unexpected has come up on Wednesday morning, I would highly appreciate if we could postpone our meeting until next week. Do not linger over your email once you've written it. I am looking forwards to your confirmation as soon as possible. Even if you're not available at that time, I am willing to move forward around your schedule. Proposing a new time to reschedule means that meeting this person is still important to you. If you have any questions, please feel free to contact me. Once you review your vocabulary every day in eJOY Game Center, you will find yourself confidently write business emails in your own words. 4 - move back In contrast to move forward, this means to move a meeting to a later time or date. I apologize for any inconvenience. Yours Sincerely, Learn how to write other types of business emails which may help you so much in work in our other blog posts: Format of a meeting rescheduling email To write this email as sincere as I should, put yourself in the other's shoes. May I suggest 27th August at 4:00 PM? Imagine all the inconvenience, wasted time, and money this might cause them. Yours sincerely, Alice Tan (Source: Clare Whitnell - Business Writing Essentials) Don't just copy and paste the phrases, here's how to remember them forever I want to remind you that it's best if you can write the email by your own words, without browsing the internet for words and phrases. Best regards, Miranda Cannot make it to the meeting and not notify your partners is one of the worst behavior in business (Photo by rawpixel from Unsplash) **Ep #4: Formal type - Reschedule a job interview** Dear Sir/ Madam, I am writing this to inform you that I got an interview notice for a job position at your company. Unfortunately, I am unable to attend the interview on the scheduled date as I have a prior commitment. I would like to reschedule the interview to a date that works for both of us. Please let me know if this is acceptable. I am very sorry for any inconvenience caused and appreciate your understanding. Thank you very much. Yours sincerely, [Your Name]

Some urgent work. Your boss would be very pleased with your problem-solving skills or your quick response to changes. I will use the extra time to think about the contract changes you requested. This shows your respect. Step 1 Clearly describe changes When terminating an appointment, you should give a clear notice immediately. Since you are the one who needs to apologize, stay open to counter-proposals and give your recipient the possibility to adjust the schedule. They're arriving later than we expected, so we have to move the start back. And don't forget to save words and phrases you may use frequently to your word book with eJOY extension. 9 - suitable time for you Could you please confirm if this is a suitable time for you? The key is to make sure you have a good reason, always be pro-active in suggesting another time, as long as be straightforward and polite. By practicing 5 minutes a day, you will gradually build a wider range of business vocabulary that makes you confident and fluent in English business communication. 3 - move forward Move forward means you move an appointment to advance (an earlier time or date). However, an apology can also be inserted in the first few lines of the email. I'm so sorry for any inconvenience this may cause you. 5 - unable to keep our appointment I'm afraid that I would be unable to keep our appointment this Tuesday 28th October. While reading the next part, select the words or phrases you want to remember forever and save them to your word book on eJOY. (Informal) I will be busy on Tuesday. My interview has been cancelled at 2 pm on Tuesday, September 4, 2018. Especially for business people, making adjustments in a schedule is not easy at all. Are you looking for formal words and phrases to cancel a meeting and reschedule it? Here are some ideas for you. I am sorry to hear that you are unable to attend the interview on the scheduled date. I would like to reschedule the interview to a date that works for both of us. Please let me know if this is acceptable. I am very sorry for any inconvenience caused and appreciate your understanding. Thank you very much. Yours sincerely, [Your Name]

Every day, eJOY will tell you which words you are about to forget, and it's time to review them with spaced repetition. 8 - unavoidable Would you be available Tuesday morning? I am sorry for any inconvenience. Would Friday be a better time? I am sorry for any inconvenience. Yours sincerely, [Your Name]

Some apologies I'm sorry for any inconvenience this has caused you and your team. Rescheduling email examples **Ep #1: Formal type - Changing an appointment with a business partner** Dear Mr. Smith, Unfortunately, due to some unforeseen business, I will be unable to keep our appointment for tomorrow afternoon. Step 4 End the email with enthusiasm and appreciation At the end of your email, you must not only say sorry but also thank the person for his or her consideration of your situation. I am looking forward for a positive response. Step 3 What's the solution? In this article, we will discuss not only the common phrases you can use for different situations but also the structure of the postponing email. 2 Call them if needed In urgent cases, if you want to be 100% sure that your recipients have received the notification, you can also directly call them on the phone after sending the email. I hope you will consider my request and reschedule the interview to another date. That would be perfect. For example: "We are sorry to inform you that I cannot make it on time for our meeting on this Friday." "On behalf of the team, I apologize..." You can't avoid writing reschedule meeting email sometimes (Photo by rawpixel from Unsplash) Common words & phrases used in a rescheduling email The following words and phrases are often used when you want to change an appointment. You are at the right place. It's just a simple sentence such as: "I am sorry to inform you that I won't be able to attend our meeting tomorrow." Step 2 Provide a good explanation Certainly, you must explain why you cannot attend. Things to keep in mind 1 Send your mail as soon as possible The sooner you send the mail, the easier it will be for your recipient to find a replacement. Due to a meeting room problem, the time of the project kick-off meeting has to be changed from Tuesday, August 21st at 2 pm in room A3 to Thursday, August 23rd at 16:00 in room 324. 10 - would Friday suit you? I am very eager to attend the interview and work with your company. Would it be possible to arrange another time later in the week? Here, the key rules here are politeness, reasonableness, and timeliness. Make sure you download the eJOY extension first. Having to postpone an appointment is a thing everyone has to do occasionally. In absolutely no case should you postpone sending your email for canceling a meeting until the very last minute. Saving phrases to wordsbooks Learn more about eJOY extension **Ep #2: Formal type - Postponing a meeting to a specific date in the future** Dear Mrs. You also need to suggest another appointment.

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