To,

[Name of Recipient]

[Recipient Address]

Date:

**Subject: Notification Letter for Meeting Postponed**

Respected Sir/Madam,

I am writing this letter to inform you that the meeting of [mention the name of Meeting like BOD meeting] that is going to be held on [mention day and date] at [mention time] has been postponed due to [state the reason briefly]. As this meeting is very important, so it will be conducted any time next month.

You will be informed about the exact date and time of the meeting. Sorry for your inconvenience.

Regards,

Yours Sincerely,

[Sender Name]

[Sender Designation]

[Sender Signature]