

# Rescheduled Meeting Notice

Dear Team,

Please be informed that our previously scheduled meeting has been rescheduled.

|                       |  |
|-----------------------|--|
| Original Date & Time: |  |
| New Date & Time:      |  |
| Location:             |  |
| Agenda:               |  |

We apologize for any inconvenience this may cause. Please confirm your availability for the new schedule.

Sincerely,