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web mar 29 2023 open the email with a brief greeting and address the meeting recipient by name in this greeting you might also mention the upcoming meeting to remind the recipient of the details including the date and time for example dear gabe i m writing you regarding our policy meeting on february 2 at 2 30

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this on such short notice we will have to shift the appointment date i will surely be available by 2021 07 18

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web the letter primarily serves as a notification of a change in the course of the meeting time for instance a reschedule meeting letter is in order if the meeting would now hold at an earlier date or a later one furthermore you can write a reschedule letter if there is a change in any other meeting conditions such as venue and other modalities

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