

Instruction: This is a model letter. Adapt to fit your facts and circumstances.

Return address:
Name
Address Line 1
Address Line 2
City, State Zip Code

Date

Name
Company
Address Line
City, State Zip Code

Re: Acknowledgement of Change in Meeting Date

Dear :

I received your message regarding the meeting that was formally planned for Date. I have found one discrepancy with the new meeting date of Date. I cannot attend this meeting for I have another meeting at the same time that is of the utmost importance within the advertising department. I am available at any other time, with consideration of the advertising meeting.

Please contact me as soon as possible concerning this conflict of time.

Sincerely,

N A M E