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 acknowledge the new date of the meeting of our companies on date dd mm yy as sent by you

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 to receiver s name name of the company address date date from subject request for change of date for the meeting
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web subject request for rescheduling of the interview appointment dear sir madam i am writing this letter to request a rescheduling of my interview appointment with your esteemed company which was scheduled on mention the date of the interview appointment at mention the time of the interview appointment describe in your

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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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if one felt ill or change a dark mood and lighten it dodge wrote

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