**RESCHEDULE BUISNESS MEETING**

Dear Mr. Richardson,

I regret to inform you that I must cancel our forthcoming meeting about the Hotel Silver Star collaboration project on Nov. 16, 20XX.

As you have no doubt heard, the recent earthquake in Indonesia caused considerable damage to our property, and I will need to be on-site for the next two weeks to oversee the clearance work. I apologize for the change in plans on such short notice; however, it is unavoidable.

I want to thank you in advance for your understanding of the situation, and I hope we can reconvene our meeting after I get back. I am flying out on the morning of the 16th and expect to be back by Nov. 30. Will it be possible to meet with you on Dec. 1 or Dec. 2? Please let me know by phone or email if any of these dates suit you or if you would like to reschedule for a different date.

Thank you once again, and I hope to meet you soon.

Kind regards,

Allan Quartermain