**RESCHEDULE BUISNESS MEETING**

Hello, everyone,

I’m writing to inform you that we won’t be meeting as planned on Tuesday, Nov. 17. The management has scheduled several other back-to-back project meetings this coming week, and they will require the venue on that day. We will have to postpone until Saturday, Nov. 21.

Please contact me by phone or email to confirm your attendance on the new date.

Best regards,

Juliana Smith