December 2, 2010

Mr. Peter Lee

Team Leader

Web Content Team

Full Circles Communications

Dear Mr. Lee:

This is to inform you that we have to cancel our meeting scheduled today at 4PM. The meeting had to be cancelled since our general manager, Sherwin Lewis, had a family emergency. The meeting shall be scheduled anytime soon as we need to discuss the promotion and hiring of the new writers in your team.

I hope this would not be a big issue on your schedule today.

Also, please be ready with your presentation about the performance assessment of our company writers as this will be a major agenda on our upcoming meeting. For any questions, you can directly go to my office so we can discuss it further.

Thank you and have a nice day ahead.

Regards,

Art Smith

Operations Manager

Full Circles Communication