



ANNUAL REVIEW MEETING DEFERRAL

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Postponed by clients



Dear *name*

Annual Review Meeting Deferral

Further to our recent *telephone conversation/email correspondence*, we have agreed to postpone organisation of your Annual Review Meeting for *XX months / until month*. I will contact you again nearer the time to arrange a mutually convenient time and date for the meeting.

Should you wish to meet sooner, or if you have any questions, please do not hesitate to contact me.

Kind regards

Signature

