

Conditional Postponement Notice

Subject: Postponement of [Event Name] – Conditional Notice

Dear [Recipient Name],

We regret to inform you that [Event Name] scheduled on [Original Date] may need to be postponed due to [condition/reason]. We are working on confirming a new date and will notify you as soon as possible.

We apologize for the inconvenience and appreciate your understanding while we finalize arrangements.

Sincerely,

[Your Name]

[Title/Organization]

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