

From: Shingo Higashi
To: Emma Diaz
Subject: Request to reschedule July 6 meeting

Dear Ms. Diaz,

I'm afraid I must reschedule our meeting on Friday as Yuki Kawada, our VP, left for an urgent trip abroad and will not be able to attend.

May I suggest the following dates instead?

July 9: between 11 a.m. and 3:30 p.m.

July 10 (any time)

July 11: 4 p.m. or later

July 12: in the morning

I am sorry for any inconveniences this has caused. I await your confirmation.

Sincerely,

Shingo Higashi
Project Manager
ABC Inc.