

SECOND EDITION

# Pharmaceutical Practice

Edited by

A. J. Winfield

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web sep 21 2018 to mr rahul sethi head hr department sasmira industries date 28th february 2015 subject acknowledging the change of meeting date dear mr sethi it is with great understanding that i acknowledge the new date of the meeting of our companies on 25th of march as sent by you

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web subject request for rescheduling of the interview appointment dear sir madam i am writing this letter to request a rescheduling of my interview appointment with your esteemed company which was scheduled on mention the date of the interview appointment at mention the time of the interview appointment describe in your

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web sep 29 2023 example i m available on tuesday or thursday afternoon would either of those work for you once a new time is agreed upon send a confirmation email to make sure everyone is aligned example thank you for your flexibility i ve rescheduled the meeting for tuesday at 3 pm want to save hours of repetitive typing for free start now

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web aug 25 2023 be clear and concise about your request to reschedule the appointment state the original date time and purpose of the appointment followed by the new preferred date and time offer alternatives if possible to increase the likelihood of finding a mutually suitable option for example

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web the letter primarily serves as a notification of a change in the course of the meeting time for instance a reschedule meeting letter is in order if the meeting would now hold at an earlier date or a later one furthermore you can write a reschedule letter if there is a change in any other meeting conditions such as venue and other modalities

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