|  |  |  |
| --- | --- | --- |
| <<Account\_Sfx\_Nm\_GLBL>> <<Account\_Name>>  <<Address\_GLBL\_Line\_1\_Adrs\_Txt\_GLBL>>  <<Address\_GLBL\_Line\_2\_Adrs\_Txt\_GLBL>>  <<Address\_GLBL\_Zip\_Postal\_Code\_GLBL>>  <<Address\_GLBL\_City\_GLBL>> | | |
|  |  | <<Today\_\_s>> |

*Two options are possible. CMS has to select the right one to be inserted.*

*Option 1: Meeting cancelled with no reschedule.*

Dear <<Account\_Sfx\_Nm\_GLBL>> <<Account\_Name>>,

We regret to inform you that the <<Meeting\_MERC\_Name>> taking place at the , in <<Meeting\_MERC\_City\_of\_Meeting\_MERC>>, on the <<Meeting\_MERC\_Date\_of\_Event\_MERC\_\_s>> - <<Meeting\_MERC\_End\_Date\_of\_Event\_MERC\_\_s>> has been cancelled due to <<Form\_Cancellationreason>>

This meeting is not currently being rescheduled, if there are any further changes regarding this meeting we will contact you.

We sincerely apologise for any inconvenience this may cause you, and we hope to be in contact with you in the near future for further opportunities of collaboration.

If you require any additional information please contact <<User\_Name>> on 020 3684 0772

or Lilly\_UK\_CMS@lilly.com

Kind Regards,

Lilly Customer Meeting Services

*Option 2: Meeting cancelled and rescheduled*

Dear <<Account\_Sfx\_Nm\_GLBL>> <<Account\_Name>>,

We regret to inform you that the <<Meeting\_MERC\_Name>> taking place at the , in <<Meeting\_MERC\_City\_of\_Meeting\_MERC>>, on the <<Meeting\_MERC\_Date\_of\_Event\_MERC\_\_s>> - <<Meeting\_MERC\_End\_Date\_of\_Event\_MERC\_\_s>> has been cancelled due to <<Form\_Cancellationreason>>

This conference has been rescheduled and will now be held on <<Form\_newdateandlocation>>

We sincerely apologise for any inconvenience this change may cause you, and we hope that you will be able to attend <<Meeting\_MERC\_Name>>. Details of the new meeting can be found on the

Lilly Meetings Web Service - <<Form\_linktowebservice>>

If you require any additional information please contact <<User\_Name>> on 020 3684 0772

or Lilly\_UK\_CMS@lilly.com

Kind Regards,

Lilly Customer Meeting Services