|  |  |  |
| --- | --- | --- |
| <<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\_Title\_Desc\_GLBL>> <<Account\_Sfx\_Nm\_GLBL>> <<Account\_Name>>

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

For now, this meeting is not been rescheduled, but we will let you know if this changes.

We sincerely apologize 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.

Please, feel free to contact <<User\_Name>> for any additional information at

+353 1 907 5754 Lilly\_Ireland\_CMS@lilly.com

With kindest regards,

Lilly Customer Meeting Services

*Option 2: Meeting cancelled and rescheduled*

Dear <<Account\_Title\_Desc\_GLBL>> <<Account\_Sfx\_Nm\_GLBL>> <<Account\_Name>>

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

This conference has been rescheduled <<Form\_newdateandlocation>>

We sincerely apologize for any inconvenience this change may cause you, and we hope you will be able to join us anyway. We will be in touch to re-confirm meeting details as needed.

Please, feel free to contact <<User\_Name>> for any additional information at

+353 1 907 5754 Lilly\_Ireland\_CMS@lilly.com

With kindest regards,

Lilly Customer Meeting Services