You work in a company and you are supposed to give a presentation tomorrow, but you are sick and you have to cancel the presentation. Write two e-mails, one group e-mail to your colleagues who should come to see the presentation, and another one to your boss:

* Explain the situation to your colleagues and tell that you need to cancel the presentation
* Ask your boss if it is possible to reschedule the presentation

Group e-mail:

From: Ting Wu

To: Colleagues

Subject: Problem with the presentation

Dear Colleagues,

Unluckily, I was supposed to give a presentation tomorrow, but I caught a bad cold recently and became so unwell that I almost lost my voice. I think it is necessary to cancel this presentation because I am not in a good condition to give it. Thank you for your understanding!

Sincerely,

Ting Wu

Boss e-mail:

From: Ting WU

To: Boss

Subject: Problem with the presentation

Dear Well Esteemed Boss,

Unluckily, I was supposed to give a presentation tomorrow, but I caught a bad cold recently. I think it is necessary to cancel this presentation. In my opinion it’s a great pity, ﻿so I was wondering if we could hold another presentation later to make up for this one. Please let me know if I can provide any additional information. Thank you for your understanding!

With great respect,

Ting Wu