**Email Template for Activity Cancellation / Postponement**

**Subject of EMAIL: (Name of Student Organization)\_SAO Funding Activity Cancellation / Postponement**

Content of email should include the table below:

Request for approval:

|  |  |  |
| --- | --- | --- |
| Activity Name |  | |
| Student Organization |  | |
| Submitted Batch | Batch ( ) of 2021 / 2022 | |
| Reason |  | Activity is cancelled. No funding is needed. |
|  | We have or we will apply funding from other institutes. We confirm to cancel our funding application from SAO-SDS.  Postponement. Activity originally scheduled for \_\_\_\_\_\_\_\_\_\_\_\_ will be postponed to \_\_\_\_\_\_\_\_\_\_\_. (Please state reason) |