

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	<input type="checkbox"/> Activity is cancelled. No funding is needed. <input type="checkbox"/> We have or we will apply funding from other institutes. We confirm to cancel our funding application from SAO-SDS. <input type="checkbox"/> Postponement. Activity originally scheduled for _____ will be postponed to _____. (Please state reason)