



# Meeting Cancellation

The meeting of [\(Insert date here\)](#) for the

[\(Insert BCC name here\)](#)

has been cancelled.

## OR

You can write CANCELLED across the agenda (in BIG letters) by hand or using a watermark and submit for posting.

To use a watermark, open your Document and click on Format in your toolbar, scroll down to Background, then click on Printed Watermark.

Unclick on No watermark and click on Text watermark. Fill in the information.