

Request to Reschedule Board Presentation Meeting

Dear [Board Member's Name],

I hope this message finds you well. I am writing to request a rescheduling of our upcoming board presentation originally set for [original date and time]. Due to [reason for rescheduling], I am unable to attend at the scheduled time.

Could we possibly move the meeting to [proposed new date and time]? I believe this will allow everyone to be more adequately prepared and present.

Thank you for your understanding. I look forward to your response.

Best regards,

[Your Name]

[Your Position]

[Your Company]

[Your Contact Information]