

Subject: Request to Reschedule Meeting for Contract Negotiation

Dear [Recipient's Name],

I hope this message finds you well. I am writing to request a rescheduling of our upcoming meeting originally set for [original date and time] regarding the contract negotiation.

Due to [reason for rescheduling], I am unable to participate at the previously arranged time. I would greatly appreciate it if we could find a mutually convenient time to meet.

Could we possibly move our meeting to [proposed new dates and times]? I believe this will give us ample time to discuss the terms in detail.

Thank you for your understanding, and I apologize for any inconvenience this may cause. I look forward to your response.

Best regards,

[Your Name]

[Your Position]

[Your Company]

[Your Contact Information]