

Subject: Request to Reschedule Networking Event Meeting

Dear [Recipient's Name],

I hope this message finds you well. I am writing to request a rescheduling of our upcoming networking event meeting originally planned for [original date and time]. Due to [brief reason], I am unable to attend at that time.

Could we possibly reschedule the meeting to a later date? I am available on [provide two or three alternative dates and times], but I am more than willing to accommodate your schedule if those do not work for you.

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

Best regards,

[Your Name]

[Your Position]

[Your Company]

[Your Contact Information]