

Subject: Request to Reschedule Performance Review Meeting

Dear [Recipient's Name],

I hope this message finds you well. I am writing to inform you that due to [brief reason for rescheduling, e.g., a scheduling conflict, unforeseen circumstances], I am unable to attend our performance review meeting originally scheduled for [original date and time].

I would greatly appreciate it if we could reschedule our meeting to a later date. I am available on [provide two or three alternative dates and times], but I am happy to accommodate your schedule as best as I can.

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

Sincerely,
[Your Name]
[Your Job Title]
[Your Contact Information]