

Subject: Request to Reschedule Project Update Meeting

Dear [Recipient's Name],

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

Could we possibly move the meeting to [suggest a new date and time] or [suggest an alternative time]? I believe this will allow us to have a more productive discussion regarding the project status and next steps.

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

Best regards,

[Your Name]

[Your Position]

[Your Company]

[Your Contact Information]