

Meeting Reschedule Request

Date: [Insert Date]

To: [Stakeholder's Name]

From: [Your Name]

Subject: Request to Reschedule Stakeholder Discussion

Dear [Stakeholder's Name],

I hope this message finds you well. I am writing to request a rescheduling of our upcoming stakeholder discussion initially planned for [Original Date and Time]. Due to [brief explanation of reason, e.g., a scheduling conflict], I am unable to attend at that time.

I value our discussions and would like to propose rescheduling to one of the following options:

- [New Date and Time Option 1]
- [New Date and Time Option 2]
- [New Date and Time Option 3]

If these options are not convenient for you, please feel free to suggest a time that works best on your end.

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

Best regards,

[Your Name]

[Your Position]

[Your Company]

[Your Contact Information]