

Subject: Request to Reschedule Team Collaboration Meeting

Dear Team,

I hope this message finds you well. I am writing to inform you that due to unforeseen circumstances, I need to request a rescheduling of our upcoming team collaboration meeting originally set for [original date and time].

Could we possibly move the meeting to [proposed new date and time]? I believe this adjustment will allow us to have a more productive discussion and ensure everyone's availability.

Please let me know if the proposed time works for you or suggest another time that may be more convenient.

Thank you for your understanding and flexibility.

Best regards,

[Your Name]

[Your Position]

[Your Contact Information]