

Subject: Request to Reschedule Training Session

Dear [Recipient's Name],

I hope this message finds you well. I am writing to request a rescheduling of the training session originally planned for [original date and time]. Unfortunately, due to [brief reason for rescheduling], I am unable to attend at that time.

Could we possibly move the session to [suggest two or three alternative dates and times]? I believe this will ensure that all participants can attend and benefit from the training.

Thank you for your understanding. I appreciate your flexibility in this matter and look forward to your response.

Best regards,
[Your Name]
[Your Position]
[Your Contact Information]