

Letter to Reschedule Media Consultation

Dear [Recipient's Name],

I hope this message finds you well. I am writing to inform you that due to [reason for rescheduling], we will need to reschedule our upcoming media consultation session originally planned for [original date and time].

I apologize for any inconvenience this may cause and appreciate your understanding. I would like to propose that we hold the session on [new proposed date and time]. Please let me know if this works for you or if there are other times that you would prefer.

Thank you for your flexibility. I look forward to our conversation.

Best regards,

[Your Name]

[Your Position]

[Your Company]

[Your Contact Information]