

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Date]

[Recipient Name]

[Recipient Title]

[Company/Organization Name]

[Company Address]

[City, State, Zip Code]

Dear [Recipient Name],

I hope this message finds you well. I am writing to formally request a change to our scheduled meeting on [original date and time]. Due to [brief explanation of reason], I am unable to attend at the originally scheduled time.

I would like to propose rescheduling our meeting to [new proposed date and time]. I believe this would allow us to have a more productive discussion.

Please let me know if the proposed time works for you or if there is another time that would be more convenient. I appreciate your understanding and flexibility.

Thank you for your attention to this matter. I look forward to your response.

Sincerely,

[Your Name]