

Revised Meeting Schedule

Dear [Recipient's Name],

I hope this message finds you well. I am writing to inform you of a revised schedule for our upcoming meeting originally planned for [Original Date and Time].

The new meeting details are as follows:

- **Date:** [New Date]
- **Time:** [New Time]
- **Location:** [New Location/Platform]

Please let me know if you will be able to attend at this revised time. I apologize for any inconvenience this may cause and appreciate your understanding.

Thank you for your flexibility.

Best regards,

[Your Name]

[Your Position]

[Your Company]

[Your Contact Information]