

Subject: Adjustment to Scheduled Meeting

Dear [Recipient's Name],

I hope this message finds you well. I am writing to inform you that the meeting originally scheduled for [original date and time] will need to be adjusted.

Due to [reason for adjustment], I propose rescheduling our meeting to [new date and time]. Please let me know if this works for you or if there are other alternatives that suit your schedule better.

Thank you for your understanding, and I apologize for any inconvenience this may cause.

Looking forward to your reply.

Best regards,

[Your Name]

[Your Position]

[Your Company]

[Your Contact Information]