

Trip Rescheduling Request

Date: [Insert Date]

To: [Recipient's Name]

[Recipient's Title]

[Recipient's Organization]

[Recipient's Address]

Dear [Recipient's Name],

I hope this message finds you well. I am writing to formally request a rescheduling of my upcoming trip originally planned for [Original Dates of Trip]. Due to unforeseen academic commitments that require my immediate attention, I am unable to attend during the scheduled time.

I understand the importance of our planned activities and I sincerely apologize for any inconvenience this may cause. If possible, I would greatly appreciate it if we could consider alternative dates such as [Proposed New Dates]. I am committed to ensuring that my academic responsibilities do not hinder our plans.

Thank you for considering my request. I look forward to your understanding and support. Please let me know if we can discuss this further.

Best regards,

[Your Name]

[Your Title/Position]

[Your Institution/Organization]

[Your Contact Information]