

Trip Rescheduling Request

Dear [Recipient's Name],

I hope this message finds you well. I am writing to request a rescheduling of my upcoming trip originally planned for [original date] due to inclement weather conditions.

As [specific weather conditions] have been forecasted, I believe it would be prudent to postpone the trip for safety reasons. I would greatly appreciate your assistance in finding a new date that works for both parties.

Thank you for your understanding, and I look forward to your prompt response.

Sincerely,

[Your Name]

[Your Contact Information]