

[Your Name]

[Your Address]

[City, State, ZIP Code]

[Email Address]

[Phone Number]

[Date]

[Recipient's Name]

[Recipient's Position]

[Company/Organization Name]

[Company Address]

[City, State, ZIP Code]

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 trip dates] due to unforeseen circumstances that have arisen.

Despite my best efforts to adhere to the original schedule, I am faced with [briefly describe the unforeseen circumstance]. As a result, I would greatly appreciate your assistance in rescheduling my trip to a later date, if possible.

I apologize for any inconvenience this may cause and appreciate your understanding. I am available to discuss this matter at your earliest convenience and can provide any necessary documentation if required.

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

Warm regards,

[Your Name]