

[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 formally request a rescheduling of my upcoming trip initially planned for [original trip dates] due to unforeseen financial constraints.

Despite my best efforts to maintain my budget, unexpected expenses have arisen that make it difficult for me to proceed with the trip as planned. I genuinely value this opportunity and would like to request a new travel date that would allow me the necessary time to secure the needed funds.

If possible, I would appreciate if my trip could be rescheduled to a later date, ideally within the next [suggest a timeframe]. I understand that changes to travel arrangements may incur fees, and I am prepared to discuss any associated costs.

Thank you for considering my request. I look forward to your understanding and support. Please feel free to contact me at your earliest convenience to discuss this matter further.

Warm regards,

[Your Name]