

[Your Name]
[Your Job Title]
[Your Company Name]
[Your Email]
[Your Phone Number]

[Date]

[Recipient's Name]
[Recipient's Job Title]
[Recipient's Company Name]

Dear [Recipient's Name],

I hope this message finds you well. I am writing to formally request the rescheduling of my upcoming trip to [Destination] originally planned for [Original Dates]. Due to unforeseen work-related obligations, I am unable to make the scheduled trip.

I would greatly appreciate your understanding and assistance in arranging a new itinerary. If possible, I would like to reschedule my trip for [Proposed New Dates]. This adjustment would allow me to fulfill my commitments and still accomplish the goals of my travel.

Please let me know if this change can be accommodated or if there are any further steps I need to take. Thank you very much for your consideration.

Best regards,
[Your Name]