

Dear [Stakeholder's Name],

I hope this message finds you well. I am writing to discuss our upcoming stakeholder engagement meeting originally scheduled for [Original Date]. Due to [reason for rescheduling], we would like to propose an alternative date.

We suggest holding the meeting on [Proposed Date], at [Proposed Time]. We believe this would allow us to have a more productive discussion and ensure all key stakeholders can attend.

Please let us know if this new date works for you or if there are other dates you would prefer. Your input is invaluable, and we want to ensure your participation.

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

Best regards,

[Your Name]

[Your Position]

[Your Company]

[Your Contact Information]