

Dear [Client's Name],

I hope this message finds you well. I am writing to inform you of a change in the meeting schedule regarding our ongoing project.

Originally, we were set to meet on [original date and time]. However, I would like to propose adjusting our meeting to [new date and time]. I believe this change will allow us to have a more productive discussion.

Please let me know if the new time works for you or if there are any other preferences you might have. I apologize for any inconvenience this may cause and appreciate your understanding.

Looking forward to our meeting.

Best regards,

[Your Name]

[Your Freelance Position]

[Your Contact Information]