

Subject: Request to Reschedule Our Discussion

Dear [Freelancer's Name],

I hope this message finds you well. I am writing to inform you that due to unforeseen circumstances, I am unable to attend our scheduled discussion on [original date and time]. I sincerely apologize for any inconvenience this may cause.

Could we possibly reschedule our meeting to a later date? I am available on [provide two or three alternative dates and times]. Please let me know what works best for you.

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

Best regards,

[Your Name]

[Your Contact Information]