

Dear [Client's Name],

I hope this message finds you well. I am writing to inform you that, due to unforeseen circumstances, I need to postpone our meeting originally scheduled for [original date and time].

I apologize for any inconvenience this may cause and appreciate your understanding. I would like to suggest rescheduling for [proposed new date and time]. Please let me know if this works for you or if there is another time that would be more convenient.

Thank you for your flexibility, and I look forward to our discussion.

Best regards,

[Your Name]

[Your Contact Information]

[Your Freelance Title/Role]