

Subject: Request to Reschedule Meeting

Dear [Client's Name],

I hope this message finds you well. I am writing to inform you that due to [reason for rescheduling], I am unable to attend our scheduled meeting on [original date and time].

I greatly value our collaboration and would like to propose rescheduling our meeting to a later date. Could we possibly meet on [proposed new date and time]? If that doesn't work for you, I am more than happy to accommodate your schedule.

Thank you for your understanding, and I apologize for any inconvenience this may cause. Looking forward to your response.

Best regards,

[Your Name]

[Your Contact Information]