

Subject: Change of Meeting Timeline

Dear [Client's Name],

I hope this message finds you well. I am writing to inform you about a change in our scheduled meeting regarding [Project Name]. Due to [reason for the shift], I would like to propose a new meeting time.

****Proposed New Meeting Times:****

- [New Date & Time Option 1]
- [New Date & Time Option 2]
- [New Date & Time Option 3]

Please let me know which option works best for you, or feel free to suggest another time that may suit your schedule.

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

Best regards,

[Your Name]

[Your Contact Information]

[Your Freelance Title]