

Subject: Request to Reschedule Freelance Project Meeting

Dear [Client's Name],

I hope this message finds you well. I am writing to discuss our upcoming meeting scheduled for [original date and time]. Due to [reason for alteration], I would like to propose rescheduling our meeting to a later date.

Could we possibly move our meeting to [suggested new date and time]? If that doesn't work for you, I am happy to accommodate your schedule as best as I can.

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

Best regards,

[Your Name]

[Your Contact Information]

[Your Freelance Title or Company Name]