

Request to Reschedule Meeting

Dear [Client's Name],

I hope this message finds you well. I am writing to request a reschedule of our upcoming meeting originally scheduled for [original date and time]. Due to [brief reason for rescheduling], I am unable to meet at that time.

I would greatly appreciate it if we could find a suitable alternative. Could we possibly reschedule for [two or three alternative dates and times]? Please let me know what works best for you.

Thank you for your understanding, and I apologize for any inconvenience this may cause.

Best regards,
[Your Name]
[Your Position]
[Your Company]
[Your Contact Information]