

Subject: Schedule Adjustment Notification

Dear [Recipient's Name],

I hope this message finds you well. I am writing to inform you of a necessary adjustment to our previously scheduled meeting for [original date and time].

Due to [reason for adjustment], I would like to propose rescheduling our meeting to [new date and time]. I believe this new time will work better for both of us and allow for a more productive discussion.

Thank you for your understanding, and I apologize for any inconvenience this may cause. Please let me know if the proposed time works for you, or if there are other times that would be more suitable.

Looking forward to your response.

Best regards,

[Your Name]

[Your Position]

[Your Company]

[Your Contact Information]