

# Letter of Understanding for Meeting Rescheduling

Date: [Insert Date]

To: [Recipient's Name]

[Recipient's Title]

[Recipient's Company]

[Recipient's Address]

Dear [Recipient's Name],

I hope this message finds you well. I am writing to confirm our recent conversation regarding the rescheduling of our upcoming meeting originally planned for [original date and time].

As discussed, I propose to move the meeting to [new date and time]. This adjustment will ensure that we can have a productive discussion without any time constraints.

Please let me know if the proposed time works for you or if there are any other times that may suit your schedule better.

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

Sincerely,

[Your Name]

[Your Title]

[Your Company]

[Your Contact Information]