

# Meeting Rescheduling Notification

Dear [Recipient's Name],

We hope this message finds you well. We would like to inform you that the meeting originally scheduled for [original date and time] has been rescheduled.

Please note the new meeting details below:

- **New Date:** [new date]
- **New Time:** [new time]
- **Location:** [meeting location or virtual link]

We apologize for any inconvenience this may cause and appreciate your understanding. If you have any questions or concerns, please feel free to reach out.

Thank you for your attention to this matter.

Best regards,

[Your Name]

[Your Position]

[Your Company]

[Your Contact Information]