

Subject: Rescheduling Our Upcoming Meeting

Dear [Recipient's Name],

I hope this message finds you well. I am writing to inform you that due to [reason for rescheduling], I will need to reschedule our meeting originally planned for [original date and time].

I apologize for any inconvenience this may cause and appreciate your understanding. Could we possibly move our meeting to [proposed new date and time]? If that does not work for you, please let me know your availability and I will do my best to accommodate.

Thank you for your flexibility. I look forward to our discussion.

Best regards,

[Your Name]

[Your Position]

[Your Company]

[Your Contact Information]