

Subject: Adjustment to Scheduled Meeting

Dear [Recipient's Name],

I hope this message finds you well. I am writing to inform you of a change regarding our upcoming meeting originally scheduled 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 adjustment will allow for a more productive discussion.

Please let me know if the new time works for you or if there are any other preferences you'd like to suggest.

Thank you for your understanding. I look forward to our conversation.

Best regards,

[Your Name]

[Your Position]

[Your Company]

[Your Contact Information]