

Letter of Alteration for Meeting Schedule

Date: [Insert Date]

To: [Recipient's Name]

[Recipient's Address]

Dear [Recipient's Name],

I hope this message finds you well. I am writing to inform you about a necessary alteration to our scheduled meeting originally set for [original date and time].

Due to [reason for alteration], I propose to reschedule our meeting to [new date and time]. I believe this will allow us to have a more productive discussion.

Please let me know if the proposed time works for you or if there are other times that you would prefer.

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

Sincerely,

[Your Name]

[Your Position]

[Your Company]

[Your Contact Information]