

# Follow-Up for Rescheduling Discussion

Dear [Recipient's Name],

I hope this message finds you well. I wanted to follow up on our recent conversation regarding the discussion we had planned for [original date/time]. Due to [reason for rescheduling], I would like to propose rescheduling our meeting.

Could we consider [two or three alternative dates/times]? I believe these options may work well for both of us. Please let me know your preference, or if there is another time that suits you better.

I appreciate your understanding and look forward to our conversation.

Thank you,

[Your Name]

[Your Position]

[Your Company]

[Your Contact Information]