

Invitation to Reschedule Meeting

Dear [Recipient's Name],

I hope this message finds you well. Due to [reason for rescheduling], I would like to propose rescheduling our upcoming meeting originally set for [original date and time].

Could we please move it to [new proposed date and time]? If this does not work for you, I am open to other suggestions that may better suit your schedule.

Thank you for your understanding, and I look forward to our discussion.

Best regards,

[Your Name]

[Your Position]

[Your Company]

[Your Contact Information]