

Meeting Rescheduling Notice

Dear [Recipient's Name],

I hope this message finds you well. I am writing to inform you that our upcoming meeting originally scheduled for [original date and time] has been rescheduled due to [reason for rescheduling].

The meeting will now take place on [new date and time]. Please let me know if this new schedule works for you.

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

Best regards,

[Your Name]

[Your Position]

[Your Company]

[Your Contact Information]