

Subject: Request to Change Meeting Time

Dear [Recipient's Name],

I hope this message finds you well. I am writing to request a change in our scheduled meeting on [original date and time]. Due to [brief reason for change], I am unable to attend at that time.

Would it be possible to reschedule our meeting to [proposed new date and time]? I believe this adjustment will allow us to have a more productive discussion.

Thank you for considering my request. I look forward to your response.

Best regards,

[Your Name]

[Your Position]

[Your Contact Information]