

Dear [Recipient's Name],

I hope this message finds you well. I am writing to request a change to our scheduled meeting originally set for [original date and time]. Due to [reason for rescheduling], 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 would allow us to have a more productive discussion.

Thank you for your understanding. I look forward to your reply.

Best regards,

[Your Name]

[Your Position]

[Your Company]

[Your Contact Information]