

Subject: Request to Defer Meeting Scheduled for [Date]

Dear [Recipient's Name],

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

Would it be possible to reschedule our meeting for a later date? I am available on [provide two or three alternative dates and times], but I am open to any other time that suits your schedule.

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

Best regards,

[Your Name]

[Your Position]

[Your Company]

[Your Contact Information]