

# Letter of Revision for Meeting Appointment

Date: [Insert Date]

To: [Recipient's Name]

[Recipient's Position]

[Company/Organization Name]

[Company Address]

[City, State, Zip Code]

Dear [Recipient's Name],

I hope this message finds you well. I am writing to inform you of a revision regarding our upcoming meeting scheduled for [original date and time]. Due to [reason for revision], I would like to propose rescheduling our meeting to [new date and time].

Please let me know if the proposed time works for you or if there are any other times that you would prefer. I apologize for any inconvenience this may cause and appreciate your understanding.

Thank you for your attention, and I look forward to your prompt reply.

Best regards,

[Your Name]

[Your Position]

[Your Company Name]

[Your Contact Information]