

Dear [Recipient's Name],

I hope this message finds you well. I am writing to discuss our upcoming meeting scheduled for [original date and time]. Due to some unforeseen circumstances, I would like to request an adjustment to the meeting timing.

After evaluating my schedule, I believe that rescheduling to [proposed new date and time] would enhance our productivity and allow for a more focused discussion.

Please let me know if the proposed time works for you or if there are other slots you would prefer. I appreciate your understanding and look forward to our conversation.

Thank you for considering my request.

Sincerely,
[Your Name]
[Your Position]
[Your Contact Information]