

Dear [Recipient's Name],

I hope this message finds you well. I am writing to request a change in our upcoming meeting scheduled for [original date and time]. Due to [reason for rescheduling], I am unable to attend at the originally planned time.

Could we possibly reschedule our meeting to a later date? I am available on [provide two or three alternative dates and times], but I am more than willing to accommodate your schedule if these options do not suit you.

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

Best regards,

[Your Name]

[Your Position]

[Your Company]

[Your Contact Information]