

Dear [Recipient's Name],

I hope this message finds you well. I am writing to formally request a deferral of our upcoming meeting scheduled for [original date and time]. Due to unforeseen circumstances, I believe that postponing the meeting would allow for full participation from all involved parties.

My goal is to ensure that we can have a productive discussion and gather all necessary input. I kindly suggest rescheduling the meeting to a later date, preferably [suggested new dates], if that works for everyone.

Thank you for considering this request. I look forward to your response.

Best regards,

[Your Name]

[Your Position]

[Your Company]

[Your Contact Information]