

Subject: Request to Modify Meeting Schedule

Dear [Recipient's Name],

I hope this message finds you well. I am writing to request a modification to our upcoming meeting scheduled for [original date and time]. Due to [reason for rescheduling], several attendees who are vital to our discussion may not be able to participate.

To ensure that everyone can join and contribute to the meeting, I would like to propose rescheduling to [new date and time] or [alternative date and time]. I believe this change will allow for a more productive session.

Please let me know if either of these options work for you and the other attendees. I appreciate your understanding and flexibility in accommodating this request.

Thank you for your consideration.

Best regards,

[Your Name]

[Your Position]

[Your Company]

[Your Contact Information]