

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Date]

[Recipient's Name]

[Recipient's Title]

[Company/Organization Name]

[Company Address]

[City, State, Zip Code]

Dear [Recipient's Name],

I hope this message finds you well. I am writing to formally request the rescheduling of our upcoming meeting originally set for [original date and time]. Due to [brief explanation of the reason, e.g., a scheduling conflict or unforeseen circumstances], I am unable to attend at that time.

If possible, I would greatly appreciate it if we could move the 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.

Thank you for considering my request. I apologize for any inconvenience this may cause and look forward to our discussion at a later date.

Warm regards,

[Your Name]

[Your Position]

[Your Company/Organization Name]