

Subject: Request to Postpone Meeting

Dear [Recipient's Name],

I hope this message finds you well. I am writing to request a postponement of our scheduled meeting on [original date] due to personal reasons that require my immediate attention.

I sincerely apologize for any inconvenience this may cause and would greatly appreciate your understanding in this matter. If possible, I would like to propose rescheduling our meeting to [suggest new date or time].

Thank you for considering my request. I look forward to our discussion and appreciate your flexibility.

Best regards,

[Your Name]

[Your Position]

[Your Contact Information]