

Subject: Request to Reschedule Meeting

Dear [Recipient's Name],

I hope this message finds you well. I am writing to request a rearrangement of our upcoming meeting originally scheduled for [original date and time]. Due to unforeseen circumstances, I am unable to attend at that time.

I sincerely apologize for any inconvenience this may cause and hope to find a suitable alternative. Could we possibly reschedule for [provide two or three alternative dates/times]?

Thank you for your understanding, and I look forward to your reply.

Best regards,

[Your Name]

[Your Position]

[Your Company]

[Your Contact Information]