

Dear [Recipient's Name],

I hope this message finds you well. I am writing to inform you about an adjustment in our scheduled meeting regarding the upcoming discussion on [specific topic or project] initially set for [original date and time].

Due to [reason for schedule change], we will need to reschedule our meeting. The new proposed date and time is [new date and time]. Please let me know if this works for you or if there are alternative times that might be more convenient.

Thank you for your understanding and flexibility. I look forward to our discussion.

Best regards,

[Your Name]

[Your Position]

[Your Organization]

[Your Contact Information]