

# Follow-Up on Rescheduled Meeting

Dear [Recipient's Name],

I hope this message finds you well. I am writing to follow up on our recent communication regarding the rescheduling of our meeting originally set for [original date]. We had agreed to meet on [new date] at [new time].

As we discussed, this meeting will be an excellent opportunity for us to address [specific topics or objectives] and strengthen our collaboration at [Agency Name]. Please let me know if the new time still works for you or if there are any changes needed.

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

Best regards,

[Your Name]

[Your Position]

[Agency Name]

[Phone Number]

[Email Address]