

Meeting Rescheduling Request

Dear [Recipient's Name],

I hope this message finds you well. I am writing to request a rescheduling of our upcoming meeting originally set for [original date and time]. Due to [brief reason for rescheduling], I am unable to attend at the scheduled time.

I would appreciate the opportunity to meet at a later date. Could we possibly reschedule for [suggest two or three alternative dates and times]? I believe this would allow us to have a more productive discussion.

Thank you for considering my request. I apologize for any inconvenience this may cause and look forward to your understanding.

Warm regards,

[Your Name]

[Your Position]

[Your Agency]

[Your Contact Information]