

Request to Change Date for Gathering

[Your Name]

[Your Address]

[City, State, ZIP]

[Email Address]

[Phone Number]

[Date]

[Recipient's Name]

[Recipient's Title]

[Agency Name]

[Agency Address]

[City, State, ZIP]

Dear [Recipient's Name],

I hope this message finds you well. I am writing to request a change in the date for the upcoming gathering organized by [Agency Name] scheduled for [Original Date]. Due to [brief explanation of the reason], I am unable to attend on that date.

If possible, I would greatly appreciate it if we could consider rescheduling the gathering to a later date, preferably between [Proposed Date Range]. I believe this change will allow for better attendance and participation.

Thank you for considering my request. I am looking forward to your response.

Sincerely,

[Your Name]