

Rescheduling Request for Social Service Meeting

October 10, 2023

Dear [Recipient's Name],

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

I would greatly appreciate the opportunity to meet at a later date. I am available on [provide two or three alternative dates and times], and I hope one of these options works for you.

Thank you for your understanding. I look forward to your response.

Sincerely,

[Your Name]

[Your Position]

[Your Organization]

[Your Contact Information]