

Dear [Recipient's Name],

I hope this message finds you well. I wanted to follow up regarding our previously scheduled meeting on [Original Date and Time]. Unfortunately, due to [Reason for Rescheduling], I am unable to attend at that time.

I would appreciate the opportunity to reschedule our meeting to a time that is convenient for you. Could we possibly look at [Propose New Date and Time] or [Another Suggestion]?

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

Best regards,

[Your Name]

[Your Position]

[Your Company]

[Your Contact Information]