

Meeting Rescheduling Notification

Dear Executive Team,

I hope this message finds you well. This is to inform you that our upcoming meeting originally scheduled for **[Original Date and Time]** has been rescheduled.

The new date and time for the meeting will be **[New Date and Time]**.

We apologize for any inconvenience this may cause and appreciate your understanding. Please confirm your availability for the new schedule.

Thank you for your cooperation.

Best regards,

[Your Name]

[Your Position]

[Your Company]

[Your Contact Information]