

**Dear [Parent's Name],**

I hope this message finds you well. I am writing to inform you that due to [reason for rescheduling], we need to reschedule our upcoming parent-teacher meeting originally set for [original date and time].

We value your involvement and would like to propose a new date and time: [new date and time]. Please let us know if this works for you or if there are other times that may be more suitable.

Thank you for your understanding and flexibility. We look forward to discussing [Child's Name]'s progress and collaborating on their educational journey.

Warm regards,

[Your Name]

[Your Position]

[School Name]

[Contact Information]