

# Rescheduling Energy Audit Appointment

Dear [Recipient's Name],

I hope this message finds you well. I am writing to inform you that we need to reschedule the energy audit originally planned for [original date and time]. Due to [reason for rescheduling], we are unable to proceed as planned.

We value the importance of this audit and would like to propose a new date and time. Please let us know your availability for [provide two or three alternative dates and times], and we will do our best to accommodate you.

We apologize for any inconvenience this may cause and appreciate your understanding in this matter.

Thank you, and we look forward to your reply.

Best regards,

[Your Name]

[Your Position]

[Your Company]

[Your Contact Information]