

Rescheduling Confirmation for Editorial Meeting

Dear [Recipient's Name],

Thank you for your understanding regarding the change in our meeting schedule. We would like to confirm that our editorial meeting has been rescheduled to:

Date: [New Date]

Time: [New Time]

Location: [New Location] / [Online Platform Link]

Please let us know if you have any concerns or need further adjustments. We appreciate your flexibility and look forward to our discussion.

Best regards,

[Your Name]

[Your Position]

[Your Organization]