

Rescheduling Factory Visit

Dear [Recipient's Name],

I hope this message finds you well. I am writing to inform you that we need to reschedule our upcoming factory visit originally planned for [original date]. Due to [reason for rescheduling], we will not be able to proceed as planned.

We would like to propose a new date of [proposed new date] for the visit. Please let us know if this works for your schedule or if there are alternative dates that you would prefer.

We apologize for any inconvenience this may cause and appreciate your understanding in this matter. We are looking forward to your visit and hope to make it a productive experience for both parties.

Thank you for your cooperation.

Best regards,

[Your Name]

[Your Position]

[Your Company]

[Your Contact Information]