

Meeting Arrangement Update

Dear [Recipient's Name],

I hope this message finds you well. I am writing to inform you of some changes to our previously scheduled meeting originally set for [Original Date and Time].

The meeting has been rescheduled to [New Date and Time]. The agenda will remain the same, and we will still be meeting at [New Location/Platform].

Please let me know if you have any conflicts with the new arrangements. Your input is valuable, and I look forward to our discussion.

Thank you for your understanding.

Best regards,

[Your Name]

[Your Position]

[Your Company]

[Your Contact Information]