

# Change of Meeting Appointment

Dear [Recipient's Name],

I hope this message finds you well. I am writing to inform you that there has been a change to our previously scheduled meeting.

**Original Date and Time:** [Original Date and Time]

**New Date and Time:** [New Date and Time]

The meeting will still take place at [Location/Platform] and the agenda remains the same.

Thank you for your understanding, and I apologize for any inconvenience this may cause. Please confirm your availability for the new date and time.

Best regards,

[Your Name]

[Your Position]

[Your Company]

[Your Contact Information]