

Meeting Date Alteration Notification

Date: [Insert Date]

To: [Recipient's Name]
[Recipient's Title/Position]
[Company/Organization Name]
[Address]

Dear [Recipient's Name],

I hope this message finds you well. I am writing to inform you that due to [reason for alteration], we will need to alter the date of our scheduled meeting originally set for [original date].

We would like to propose rescheduling the meeting to [new proposed date and time]. Please let us know if this new date works for you or if there are any other dates that would be convenient.

Thank you for your understanding and flexibility. I look forward to your response.

Best regards,

[Your Name]
[Your Title/Position]
[Your Company/Organization Name]
[Your Phone Number]
[Your Email]