

Meeting Rescheduling Notification

Dear [Recipient's Name],

I hope this message finds you well. I am writing to inform you that our upcoming meeting originally scheduled for [Original Date and Time] has been rescheduled.

The new date and time for the meeting will be [New Date and Time]. I apologize for any inconvenience this may cause and appreciate your understanding.

Please confirm your availability for the rescheduled meeting. If the new date does not work for you, feel free to suggest an alternative.

Thank you for your flexibility, and I look forward to our discussion.

Best regards,

[Your Name]

[Your Position]

[Your Contact Information]