

Meeting Postponement Notification

Dear [Recipient's Name],

I hope this message finds you well. This is to inform you that our scheduled meeting on [Original Date] at [Original Time] has been postponed due to [reason for postponement].

The meeting has been rescheduled to [New Date] at [New Time]. We apologize for any inconvenience this may cause and appreciate your understanding.

Please let me know if you have any conflicts with the new schedule.

Thank you for your flexibility.

Best regards,

[Your Name]

[Your Position]

[Your Company]

[Your Contact Information]