

Meeting Reschedule 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 to [New Date and Time].

The agenda for the meeting will remain the same:

- [Agenda Item 1]
- [Agenda Item 2]
- [Agenda Item 3]

We apologize for any inconvenience this may cause and appreciate your understanding. Please confirm your availability for the new meeting time.

Thank you for your flexibility.

Best regards,
[Your Name]
[Your Position]
[Your Contact Information]