

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Date]

[Recipient's Name]

[Recipient's Position]

[Company/Organization Name]

[Recipient's Address]

[City, State, Zip Code]

Dear [Recipient's Name],

I hope this message finds you well. I am writing to request a rescheduling of the coverage date initially set for [original date] due to [brief explanation of reason].

Would it be possible to move the coverage date to [proposed new date]? I appreciate your understanding and flexibility regarding this matter.

Thank you for considering my request. Please let me know if the proposed date works for you or if there is another time that would be more convenient.

Looking forward to your prompt response.

Sincerely,

[Your Name]