

# **Subject: Rescheduling of Executive Meeting**

Dear [Recipient's Name],

I hope this message finds you well. I am writing to inform you that we need to reschedule the upcoming executive meeting originally planned for [original date and time]. Due to [reason for rescheduling], it would be more suitable to gather at a later date.

We propose to hold the meeting on [new date and time]. Please let me know if this works for you or suggest an alternative time that suits your schedule.

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

Best regards,

[Your Name]

[Your Position]

[Your Company]

[Your Contact Information]