

Subject: Request to Reschedule Meeting

Dear [Recipient's Name],

I hope this message finds you well. I am writing to humbly request a reschedule of our upcoming meeting originally planned for [original date and time]. Due to unforeseen circumstances, I find myself unable to attend at that time.

I sincerely apologize for any inconvenience this may cause and would greatly appreciate your understanding. If possible, I would be grateful if we could find a new time that works for you. I am available on [provide two or three alternative dates and times].

Thank you very much for your consideration. I look forward to your reply.

Warm regards,

[Your Name]

[Your Position]

[Your Contact Information]