

Subject: Request to Reschedule Business Development Meeting

Dear [Recipient's Name],

I hope this message finds you well. I am writing to inform you that due to [reason for rescheduling], I will need to reschedule our upcoming business development meeting originally planned for [original date and time].

I apologize for any inconvenience this may cause and would like to propose a few alternative dates and times:

- [New Date and Time Option 1]
- [New Date and Time Option 2]
- [New Date and Time Option 3]

Please let me know which option works best for you or if there are any other times that you would prefer.

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

Best regards,

[Your Name]

[Your Position]

[Your Company]

[Your Contact Information]