

Subject: Rescheduling Technical Consultation Appointment

Dear [Recipient's Name],

I hope this message finds you well. I am writing to inform you that due to unforeseen circumstances, I need to reschedule our upcoming technical consultation appointment originally set for [original date and time].

Would it be possible to move our meeting to a later date? I am available on [provide two or three alternative dates and times], but I would be happy to accommodate your schedule as much as possible.

Thank you for your understanding, and I apologize for any inconvenience this may have caused. I look forward to our conversation.

Best regards,

[Your Name]

[Your Position]

[Your Company]

[Your Contact Information]