

Dear [Recipient's Name],

I hope this message finds you well. I am writing to inform you that due to [reason for rescheduling], we need to reschedule our upcoming product demo originally set for [original date and time].

We appreciate your understanding and would like to propose the following 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 you have any other preferences I can accommodate.

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

Best regards,

[Your Name]

[Your Position]

[Your Company]

[Your Contact Information]