

Rescheduling Notice

Date: [Insert Date]

To:

[Recipient's Name]

[Recipient's Address]

Dear [Recipient's Name],

We hope this message finds you well. We are writing to notify you of a necessary rescheduling related to our real estate agreement regarding [Property Address or Agreement Details].

Initially, the meeting was scheduled for [Original Date and Time]. However, due to [Reason for Rescheduling], we would like to propose a new date and time: [New Proposed Date and Time].

We apologize for any inconvenience this may cause and appreciate your understanding. Please confirm your availability for the new date or suggest an alternative that works better for you.

Thank you for your attention to this matter. We look forward to your prompt reply.

Best regards,

[Your Name]

[Your Position]

[Your Company]

[Your Contact Information]