

Dear [Recipient's Name],

Thank you for your understanding. I would like to confirm our rearranged meeting originally scheduled for [Original Date and Time]. The new date and time is [New Date and Time].

The meeting will take place at [Location/Platform]. Please let me know if this new schedule works for you.

Looking forward to our discussion.

Best regards,

[Your Name]

[Your Position]

[Your Company]

[Your Contact Information]