

Dear [Recipient's Name],

I hope this message finds you well. I am writing to inquire about the agenda for our upcoming meeting scheduled on [Date] at [Time]. Due to [reason for adjustment], I would like to propose an adjustment to the agenda items.

Specifically, I suggest we discuss [proposed agenda item] and possibly reschedule [original agenda item] for a later date.

Could you please let me know if this adjustment would be possible? I appreciate your understanding and look forward to your response.

Thank you for your attention to this matter.

Best regards,

[Your Name]

[Your Position]

[Your Contact Information]