

[Your Name]

[Your Title]

[Your Company]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Date]

[Recipient's Name]

[Recipient's Title]

[Recipient's Company]

[Recipient's Address]

[City, State, Zip Code]

Dear [Recipient's Name],

I hope this message finds you well. I am writing to request a rescheduling of our upcoming meeting originally set for [original date and time]. Due to [brief reason for rescheduling], I am unable to meet at that time.

Would it be possible to reschedule our meeting for [two or three proposed alternative dates and times]? I apologize for any inconvenience this may cause and appreciate your understanding.

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

Best regards,

[Your Name]

[Your Title]

[Your Company]