

Subject: Rescheduling Notice for Post-Contract Review Meeting

Dear [Recipient's Name],

I hope this message finds you well. We would like to inform you that the post-contract review meeting originally scheduled for [Original Date] at [Original Time] has been rescheduled.

The new date and time for the meeting are as follows:

New Date: [New Date]

New Time: [New Time]

Location: [Meeting Location or Virtual Platform]

We apologize for any inconvenience this may cause and appreciate your understanding. The purpose of this meeting is to review the contract performance and discuss any outstanding issues.

Please confirm your availability for the new meeting schedule. If you have any questions or concerns, feel free to reach out.

Thank you for your cooperation.

Sincerely,

[Your Name]

[Your Position]

[Your Company]

[Your Contact Information]