

Date: [Insert Date]

To: [Recipient's Name]

From: [Your Name]

Subject: Approval for Rescheduled Date

Dear [Recipient's Name],

I hope this message finds you well. I am writing to confirm the approval of your request to reschedule the meeting/event originally planned for [Original Date].

The new date is confirmed as [New Date]. Please let me know if you require any further assistance or if there are any changes needed.

Thank you for your understanding, and I look forward to our meeting on the new date.

Best regards,

[Your Name]

[Your Position]

[Your Contact Information]

[Your Company Name]