

[Your Name]

[Your Title]

[Your Company]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Date]

[Client's Name]

[Client's Title]

[Client's Company]

[Client's Address]

[City, State, Zip Code]

Dear [Client's Name],

I hope this message finds you well. I am writing to inform you that due to [reason for rescheduling], I will need to reschedule our upcoming investment advisory meeting originally set for [original date and time].

I sincerely apologize for any inconvenience this may cause and appreciate your understanding. I would like to propose the following alternative dates and times:

- [Date Option 1] at [Time Option 1]
- [Date Option 2] at [Time Option 2]
- [Date Option 3] at [Time Option 3]

Please let me know which of these options works best for you, or feel free to suggest a different time that may be more convenient.

Thank you for your understanding, and I look forward to our conversation.

Best regards,

[Your Name]

[Your Title]

[Your Company]