

Subject: Rescheduling Project Kickoff Meeting

Dear Team,

We hope this message finds you well. Due to unforeseen circumstances, we will need to reschedule our upcoming project kickoff meeting originally planned for [original date and time].

The new date and time for the meeting will be [new date and time]. We apologize for any inconvenience this may cause and appreciate your understanding.

Please confirm your availability for the new schedule. We look forward to seeing you all and discussing the project in detail.

Best regards,

[Your Name]

[Your Position]

[Your Company]