

# Meeting Date Change Confirmation

Dear [Recipient's Name],

This letter is to confirm the change of date for our upcoming meeting. The meeting originally scheduled for [original date] has been rescheduled to [new date].

Please let me know if this new date works for you or if we need to find an alternative.

Thank you for your understanding.

Best regards,

[Your Name]

[Your Position]

[Your Company]

[Your Contact Information]