

[Your Name]
[Your Title]
[Your Company]
[Your Address]
[City, State, Zip Code]
[Email Address]
[Phone Number]
[Date]
[Recipient's Name]
[Recipient's Title]
[Recipient's Company]
[Recipient's Address]
[City, State, Zip Code]

Dear [Recipient'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 meeting originally planned for [original date and time].

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

- [Option 1: Date and Time]
- [Option 2: Date and Time]
- [Option 3: Date and Time]

Please let me know if any of these options work for you, or feel free to suggest another time that may be more convenient.

Thank you for your flexibility, and I look forward to our discussion.

Best regards,

[Your Name]
[Your Title]