

[Your Name]
[Your Address]
[City, State, Zip Code]
[Email Address]
[Phone Number]
[Date]

[Recipient's Name]
[Recipient's Title]
[Company Name]
[Company Address]

[City, State, Zip Code]

Dear [Recipient's Name],

I hope this message finds you well. I am writing to inform you that I need to reschedule our upcoming meeting originally scheduled for [original date and time]. Due to [brief explanation of the reason], I am unable to meet at the initially agreed time.

I would like to propose rescheduling our meeting to [new date and time options]. Please let me know if any of these options work for you, or if you have another time in mind that would be more convenient.

I apologize for any inconvenience this may cause and appreciate your understanding. I look forward to our discussion and am eager to connect. Thank you for your flexibility.

Best regards,

[Your Name]
[Your Title]
[Your Company]
[Your Contact Information]