

[Your Name]
[Your Position]
[School Name]
[School Address]
[City, State, Zip Code]
[Email Address]
[Phone Number]
[Date]
[Recipient Name]
[Recipient Title]
[Recipient Address]
[City, State, Zip Code]

Dear [Recipient Name],

I hope this message finds you well. I am writing to inform you that the PTA meeting originally scheduled for [original date and time] needs to be rescheduled due to [reason for rescheduling, e.g., scheduling conflict, unforeseen circumstances].

We propose to move the meeting to [new date and time], and we hope this new schedule will accommodate everyone's availability. Please let us know if this works for you or if there are any other preferences.

Thank you for your understanding and flexibility. We look forward to your participation and valuable contributions at the rescheduled meeting.

Best regards,

[Your Name]
[Your Position]