## **Quick and Simple Apology Message**

Subject: Meeting Reschedule
Dear [Recipient's Name],
I apologize for the need to reschedule our meeting. Could we move it to [New Date and Time]?
Thank you for your understanding.
Best regards,
[Your Name]

## Get more templates here:

https://www.lettersandtemplates.com/letters/apologies-for-rescheduling-the-meeting