Change of Meeting Date

[Your Company Logo]

[Your Company Name]

[Company Address]

[City, State, ZIP]

[Email Address]

[Phone Number]

[Date]

[Recipient's Name]

[Recipient's Title]

[Company Name]

[Company Address]

[City, State, ZIP]

Dear [Recipient's Name],

I hope this email finds you well. I am writing to inform you about a change in the date of our scheduled meeting.

Due to unforeseen circumstances, we need to reschedule our meeting from the previously set date of [Original Meeting Date] to the new date of [Rescheduled Meeting Date] at [New Meeting Time]. The meeting location remains the same: [Meeting Venue].

We understand that this change might affect your schedule, and we apologize for any inconvenience this may cause. If the new date and time are not suitable for you, please let us know at your earliest convenience so that we can explore alternative options.

Thank you for your understanding and flexibility. We look forward to productive discussions during our rescheduled meeting.

Best regards,

[Your Name]

[Your Title]

[Your Contact Information]