Friendly tone for rescheduling

Subject: Can We Reschedule?

Hey [Recipientâ€™s Name],

Something came up, and I wonâ€™t be able to make our meeting on [Date]. Could we push it to [New Date/Time]? If that doesnâ€™t work, just let me know whenâ€™s good for you.

Appreciate your understanding!

Cheers,

[Your Name]

Get more templates here:

https://www.lettersandtemplates.com/letters/reschedule-appointment-letter