## Friendly tone for rescheduling

Subject: Can We Reschedule?	
	Hey [Recipient's Name],
	Something came up, and I won't be able to make our meeting on [Date]. Could we push it to
[New Date/Time]? If that doesn't work, just let me know when's good for you.	
	Appreciate your understanding!
	Cheers,
	[Your Name]

## Get more templates here:

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