Lighthearted request to reschedule

Subject: Letâ€™s Hit Pause and Reschedule

Hi [Recipientâ€™s Name],

Life just threw me a curveball, and I wonâ€™t be able to make it to our meeting on [Date]. Can we reschedule? I promise next time Iâ€™ll show up with extra coffee and good energy to make up for it!

Let me know when works for you.

Thanks a bunch,

[Your Name]

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