**TEMPLATE**

**RESCHEDULE BUISNESS MEETING**

Dear Mr./Ms.,

I regret to inform you that we will have to reschedule our upcoming meeting to a later date. While I was very much looking forward to talking with you in person, it is unfortunately not going to be possible on **[give meeting date].** Due to **[Provide reason for canceling the meeting]**, I have to be out of town.

I hope we can arrange a new meeting on **[provide date]**. Please let me know if this timing will fit in with your schedule. If not, I will be happy to discuss a time that is more favorable to you. Please call or email me at your convenience.

I deeply apologize for canceling our meeting on such short notice, and I hope very much that we will be able to meet and take things forward at another date.

Sincerely,

**[Your name]**

**[Phone contact]**