**RESCHEDULE BUISNESS MEETING**

Dear Mrs. Jones,

I’m afraid I have to request to reschedule our meeting in the afternoon of 22nd August because I have to travel to LA that day to resolve some urgent work. May I suggest 27th August at 4:00 PM?

Even if you’re not available at that time, I am willing to **work around your schedule.** I will use the extra time to think about the contract changes you requested.

I’m so sorry for any inconvenience this may cause you. I am looking forwards to your confirmation as soon as possible.

Sincerely,