# TEMPLATE

# POSTPONE MEETING Letter

**{{Address Sender}}**

Date: May 20, 20XX

**{{Name Recipient}}  
{{Address Recipient}}**

Subject: **{{Subject}}**

Dear Sir/Madam **{{Name}},**

I would like to reschedule tomorrow’s appointment to **{{another date and time}}** due to **{{some reason}}**. I apologize for any inconvenience this may cause. Please confirm if the new date and time are fine with you, otherwise I’m open to suggestions.

Thank you very much for understanding.

Yours sincerely,

**{{Signature}}**

**{{Formal Name}} {{Title}}**