**TEMPLATE**

**RESCHEDULE BUISNESS MEETING**

Dear **[name]**,

While I was looking forward to our meeting on **[date]** at **[time]**, I regretfully will have to reschedule. **[Option to explain the reason you can no longer attend the meeting.]**

I am still very interested in **[reason for meeting]**. I am available on **[reschedule request date]** and **[additional reschedule date]**. However, if these dates or times do not work for you, please let me know when you might be able to meet.

I apologize for any inconvenience this may cause, and I look forward to meeting with you on a different date.

Sincerely,

**[Your name]**

**[Your contact information]**