**RESCHEDULE BUISNESS MEETING**

Dear Dana,

While I was looking forward to our meeting on June 28, 20XX, at 4 p.m., I regretfully will have to reschedule. I have a doctor’s appointment at this time, and I can no longer attend our meeting.

I am still very interested in hearing what you have to offer. I am available on July 8 at 4 p.m. or July 12 at 2 p.m. However, if those dates or times do not work for you, please let me know what your schedule looks like and we will find a better time.

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

Sincerely,

Jesse Jefferson

331-555-1865