**TEMPLATE**

**RESCHEDULE BUISNESS MEETING**

Hello, Mr./Ms.

I wanted to let you know that our meeting on **[give the meeting date]** is postponed due to **[provide a reason for the cancellation]**. I know it is on short notice, but, as you see, it is unavoidable.

I’m very sorry for the inconvenience this is going to cost you. It will be possible, however, to reschedule the meeting for later this week. I will let you know the new dates by tomorrow.

Kind regards,

**[Your name]**

**[Phone contact]**