**TEMPLATE**

**RESCHEDULE BUISNESS MEETING**

Dear [recipient's name]:

I am writing to let you know that unfortunately, I must cancel the meeting that we had scheduled for Tuesday, January 18th at 10 a.m. An unexpected scheduling conflict has arisen and has caused me to have to cancel our appointment.

I am very much looking forward to meeting with you, however, and would like to find a mutually agreeable time when we can hold a rescheduled meeting. Would Tuesday, January 25th at 11 a.m. work for you? Please call or e-mail me to let me know.

I apologize for needing to reschedule our appointment and for any inconvenience that this change might create. I look forward to seeing you in the near future.

Sincerely,

[Signature]

[Sender's first and last names]