



## MEETING RESCHEDULE LETTER

[Your Name]  
[Your Company Name]  
[Your Company Address]  
[City, State, Zip Code]  
[Your Email Address]  
[Your Phone Number]  
[Today's Date]

[Recipient's Name]  
[Recipient's Company Name]  
[Recipient's Company Address]  
[City, State, Zip Code]

Dear [Recipient's Name],

I wanted to reach out regarding our upcoming meeting, scheduled for [Date and Time]. Regrettably, an unforeseen development has necessitated a change in our plans.

[Due to (briefly explain the reason for the rescheduling), I won't be able to make it to the meeting as originally scheduled. I apologize for any inconvenience this may cause and deeply value the opportunity to meet with you.]

To ensure that we can still connect effectively, I propose rescheduling the meeting to a date and time that better aligns with both of our schedules. Your convenience is a priority, and I'm committed to making this work.

Please feel free to contact me at [Your Email Address] or [Your Phone Number] to discuss the best alternative for rescheduling. I appreciate your understanding and flexibility in this matter.

Thank you for your cooperation, and I look forward to our meeting at a time that works well for us both.

Best Regards,  
[Your Name]  
[Your Title]  
[Your Company Name]

# FREE MEETING RESCHEDULE LETTER

# Sample Reschedule Board Meeting Letter

**G Orfield**



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