



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]

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Sample Reschedule Board Meeting Letter

RC Schank



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