

Sample Email to Reschedule a Meeting

Subject: Request to Reschedule Meeting

Dear Dr. Norris,

I hope you are doing well. Unfortunately, due to an unexpected conflict with a project deadline, I will need to reschedule our meeting that was originally set for Monday, April 4th, 2050, at 2:00 PM.

Would it be possible to move the meeting to Thursday, April 7th, 2050, at 11:00 AM? If that time doesn't work for you, please let me know when you would be available, and I will do my best to accommodate your schedule.

I apologize for any inconvenience this may cause, and I greatly appreciate your flexibility in this matter. Thank you for your understanding, and I look forward to connecting with you soon.

Best regards,

[Your Name]

Senior Researcher

[Your Company Name]

Sample Email For Reschedule Meeting

Lingsheng Yao



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