

# Sample Business Letter for Notice of Rescheduled Meeting

[Your Name]  
[Your Position]  
[Company/Organization Name]  
[Address Line 1]  
[Address Line 2]  
[City, State, ZIP Code]  
[Email Address]  
[Phone Number]  
[Date]

[Recipient Name]  
[Recipient Position]  
[Recipient Company/Organization Name]  
[Recipient Address Line 1]  
[Recipient Address Line 2]  
[City, State, ZIP Code]

Dear [Recipient Name],

I am writing to inform you that the meeting originally scheduled for **[original date and time]** has been rescheduled. This change is necessary due to **[brief reason for rescheduling, e.g., a scheduling conflict/unforeseen circumstance]**.

The meeting will now take place on **[new date and time]** at **[new location or platform]**. The agenda and other details will remain the same unless otherwise communicated.

I apologize for any inconvenience this may cause and appreciate your flexibility and understanding.

Please confirm your availability for the new meeting time at your earliest convenience. Should you have any questions or concerns, feel free to reach out.

Thank you for your cooperation.

Sincerely,  
[Your Name]  
[Your Position]  
[Company/Organization Name]