

[Your Name]  
[Your Job Title]  
[Your Department/Company]  
[Your Email Address]  
[Date]

[Recipient's Name]  
[Recipient's Job Title]  
[Recipient's Department/Company]

Subject: Request to Reschedule Meeting Due to Time Conflict

Dear [Recipient's Name],

I hope this message finds you well. I am writing to inform you that I have encountered an unavoidable scheduling conflict with the meeting originally set for [original date and time]. Unfortunately, I am unable to attend at the designated time due to [brief explanation of the reason for the conflict, if appropriate, e.g., "a prior commitment that cannot be rescheduled"].

To ensure my active participation and valuable contribution to our discussion, I would like to propose rescheduling the meeting to a more suitable time. I am available on [proposed date and time] and [alternative date and time]. If these options are not convenient for you, please let me know your availability, and I will do my best to accommodate.

I apologize for any inconvenience this may cause and appreciate your understanding. Kindly confirm which date and time would be most suitable for you or suggest another arrangement as necessary.

Thank you for your flexibility and cooperation. I look forward to our conversation and continued collaboration.

Sincerely,  
[Your Name]