[DATE]

Contact Name

Address

Address2

City,

Province

Postal Code

**RE: RESCHEDULE OUR MEETING**

Dear [CONTACT NAME],

We had arranged to meet again [DATE AND TIME] which I had been very much looking forward too. However, [DATE AND TIME] is no longer possible for me because I have [REASONS TO CANCEL]. I am very sorry about this, and I hope that we could reschedule our meeting for the week of [DATE].

Thank you for your understanding. Please could you confirm if the above new date is suitable for you?

I look forward to hearing from you.

Kind Regards,

[YOUR NAME]

[YOUR TITLE]

[YOUR PHONE NUMBER]

[YOUREMAIL@YOURCOMPANY.COM]