**Reschedule Email Example**

Here is an example of an email requesting to reschedule a sales meeting:

*Dear Dana,*

*While I was looking forward to our meeting on June 28, 2019, at 4 p.m., I regretfully will have to reschedule. I have a doctor’s appointment at this time, and I can no longer attend our meeting.*

*I am still very interested in hearing what you have to offer. I am available on July 8 at 4 p.m. or July 12 at 2 p.m. However, if those dates or times do not work for you, please let me know what your schedule looks like and we will find a better time.*

*I apologize for any inconvenience this may cause and I look forward to meeting with you on a different date.*

*Sincerely,*

*Jesse Jefferson*  
*331-555-1865*