**Reschedule Email Template**

You can use this template when creating your own request to reschedule email:

Dear [name],

While I was looking forward to our meeting on [date] at [time], I regretfully will have to reschedule. [Option to explain the reason you can no longer attend the meeting.]

I am still very interested in [reason for meeting]. I am available on [reschedule request date] and [additional reschedule date]. However, if these dates or times do not work for you, please let me know when you might be able to meet.

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

Sincerely,

[Your name]  
[Your contact information]