

Meeting due to key stakeholder unavailability

E-MAIL TEMPLATE

Subject: Rescheduling so {{Stakeholder}} can join

Hi {{Name}},

{{Stakeholder}} cannot make the scheduled time, and we need them in the room. Could we postpone to a time that suits you? Please pick any slot here: {{Koalendar link}}. I will send a fresh agenda once booked.

Thanks for your flexibility.

{{Your Name}}



Koalendar