

Reschedule email subject lines by scenario

Scenario	Subject line	When to use
General business meeting	Reschedule request: {{Meeting name}}	When you need to move a meeting
Same day postponement	Quick reschedule for today's {{meeting}}	Short notice changes
Client appointment	Can we move our {{session}}?	Client-facing services
Internal team sync	New time for today's {{team meeting}}	Internal updates
Real-estate showing	Adjusting our {{property}} viewing time	Property viewings
Teacher or parent meeting	Request to reschedule our parent meeting	School meetings
Interview	Request to change interview time	Hiring process
Project workshop	Shifting our {{workshop}} to a new time	Multi-stakeholder sessions