

Dear [Client's Name],

I hope this message finds you well. I am writing to inform you that due to [reason for rescheduling], we need to reschedule our upcoming consultation originally planned for [original date and time].

I apologize for any inconvenience this may cause and appreciate your understanding. I would like to propose the following alternative dates and times for our meeting:

- [Option 1 - new date and time]
- [Option 2 - new date and time]
- [Option 3 - new date and time]

Please let me know which option works best for you, or if there are any other times that you would prefer.

Thank you for your flexibility, and I look forward to our conversation.

Best regards,

[Your Name]

[Your Position]

[Your Company]

[Your Contact Information]