

Dear [Client's Name],

I hope this message finds you well. I am writing to inform you that, due to [reason for rescheduling, e.g., unforeseen circumstances, scheduling conflict], I will need to reschedule our upcoming session originally planned for [original date and time].

I sincerely apologize for any inconvenience this may cause and hope we can find a suitable alternative. I am available on [two or three alternative dates and times]. Please let me know if any of these options work for you, or if there's another time you would prefer.

Thank you for your understanding, and I look forward to our session.

Best regards,

[Your Name]

[Your Contact Information]