

Dear Professor [Last Name],

I hope this message finds you well. I am writing to request a rescheduling of our office hour appointment originally set for [original date and time]. Due to [brief reason], I am unable to attend at that time.

Could we possibly meet on [suggest two or three alternative dates and times]? I appreciate your understanding and flexibility.

Thank you very much for your consideration. I look forward to our discussion.

Best regards,

[Your Name]

[Your Student ID]

[Your Course Name or Code]