

Dear [Consultant's Name],

I hope this message finds you well. I am writing to inform you that I was unable to attend our scheduled consultation on [original date]. I apologize for any inconvenience this may have caused.

Could we please reschedule our consultation at your earliest convenience? I am available on [provide two or three alternative dates and times], but I am willing to adjust to fit your schedule.

Thank you for your understanding. I look forward to your reply.

Sincerely,

[Your Name]

[Your Contact Information]