

Subject: Request to Reschedule Financial Planning Appointment

Dear [Client's Name],

I hope this message finds you well. I am writing to inform you that due to unforeseen circumstances, I am unable to meet at our originally scheduled time for our financial planning appointment on [original date and time].

Would it be possible to reschedule our meeting to a later date? I am available on [list two or three alternative dates and times], but I am happy to accommodate your schedule if these do not work for you.

Thank you for your understanding, and I apologize for any inconvenience this may cause. I look forward to our discussion and helping you with your financial goals.

Warm regards,

[Your Name]

[Your Position]

[Your Company]

[Your Contact Information]