

Dear [Counselor's Name],

I hope this message finds you well. I am writing to inform you that I need to reschedule my upcoming career counseling session originally set for [Original Date and Time]. Due to [brief reason for rescheduling], I am unable to attend at that time.

I would greatly appreciate it if we could find a new time that works for both of us. I am available on [provide two or three alternative dates and times]. Please let me know if any of these options suit your schedule, or if there is another time you would prefer.

Thank you for your understanding, and I apologize for any inconvenience this may cause. I look forward to our session and appreciate your guidance.

Sincerely,
[Your Name]
[Your Contact Information]
[Your Student ID, if applicable]