

Subject: Request to Reschedule Dietitian Meeting

Dear [Dietitian's Name],

I hope this message finds you well. I am writing to inform you that, unfortunately, I will need to reschedule our upcoming meeting originally scheduled for [original date and time].

Due to [brief reason, e.g., a scheduling conflict or unforeseen circumstances], I will not be able to attend. I sincerely apologize for any inconvenience this may cause.

Could we please look at rescheduling our appointment to a later date? I am available on [provide two or three alternative dates and times]. Please let me know what works best for you.

Thank you for your understanding, and I look forward to our meeting!

Best regards,

[Your Name]

[Your Contact Information]