

Dear [Client's Name],

I hope this message finds you well. I am writing to inform you that due to [reason for rescheduling], I will need to reschedule our upcoming consultation originally planned for [original date and time].

I apologize for any inconvenience this may cause and appreciate your understanding. I would like to propose a few alternative dates and times for our meeting:

- [Alternative date and time 1]
- [Alternative date and time 2]
- [Alternative date and time 3]

Please let me know which of these options works best for you, or if you have any other preferred times.

Thank you for your understanding, and I look forward to our conversation.

Best regards,

[Your Name]

[Your Position]

[Your Company]

[Your Contact Information]