

# Rescheduling Academic Advising Appointment

Dear [Advisor's Name],

I hope this message finds you well. I am writing to inform you that I need to reschedule my academic advising appointment originally scheduled for [original date and time].

Due to [brief reason for rescheduling], I am unable to meet at the previously agreed time. I apologize for any inconvenience this may cause and hope to find a more suitable time.

Could we possibly reschedule for [two or three alternative dates and times]? I appreciate your flexibility and support.

Thank you for your understanding.

Sincerely,

[Your Name]

[Your Student ID]

[Your Contact Information]