

Subject: Request to Reschedule Internship Advising Appointment

Dear [Advisor's Name],

I hope this message finds you well. I am writing to inform you that, due to [reason for rescheduling], I am unable to attend our scheduled internship advising appointment on [original date and time].

I sincerely apologize for any inconvenience this may cause. I would like to request to reschedule our meeting to a later date. I am available on [provide two or three alternative dates and times].

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

Best regards,
[Your Name]
[Your Student ID]
[Your Contact Information]