

Dear [Advisor's Name],

I hope this message finds you well. I am writing to inform you that I need to reschedule our upcoming special advising appointment originally set for [original date and time]. Due to [brief reason for rescheduling], I am unable to attend at that time.

Could we possibly move our appointment to [proposed new date and time]? If that doesn't work for your schedule, I am available on [two additional options].

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

Best regards,

[Your Name]

[Your Student ID]

[Your Contact Information]