

Subject: Request to Reschedule Honors Program Advising Meeting

Dear [Advisor's Name],

I hope this message finds you well. I am writing to request a rescheduling of our upcoming honors program advising meeting originally set for [original date and time].

Due to [brief reason for rescheduling], I am unable to attend at the previously scheduled time. I sincerely apologize for any inconvenience this may cause.

I am available on the following dates and times: [provide alternative dates and times]. Please let me know if any of these options work for you or if there is another time that you would prefer.

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

Best regards,

[Your Name]

[Your Student ID]

[Your Contact Information]