

## **Subject: Rescheduling of Pre-Med Advising Session**

Dear [Advisor's Name],

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

Could we possibly reschedule our meeting to a later date? I am available on [provide two or three alternative dates and times], but I can adjust to fit your schedule if needed.

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

Best regards,

[Your Name]

[Your Student ID]

[Your Contact Information]