

# Advising Appointment - Scheduling Conflict

Dear [Student's Name],

I hope this message finds you well. I am reaching out regarding your upcoming advising appointment scheduled for [Date] at [Time]. Unfortunately, I have encountered a scheduling conflict that prevents me from meeting at that time.

To ensure you receive the guidance you need, I would like to propose rescheduling our meeting. Please let me know your availability for the following alternative times:

- [Alternative Date/Time 1]
- [Alternative Date/Time 2]
- [Alternative Date/Time 3]

If none of these options work for you, please feel free to suggest another time that fits your schedule.

Thank you for your understanding, and I apologize for any inconvenience this may cause. I look forward to our meeting and assisting you with your academic goals.

Best regards,

[Your Name]

[Your Title]

[Your Contact Information]