

Dear [Counselor's Name],

I hope this message finds you well. I am writing to inform you that I would like to reschedule my upcoming career counseling session originally planned for [original date and time]. Due to [brief reason if comfortable sharing], I am unable to attend at that time.

I would appreciate it if we could find an alternative date and time that works for both of us. I am available on [provide two or three options], but I am willing to accommodate your schedule as best as I can.

Thank you for your understanding. I look forward to our session and appreciate your assistance in this matter.

Sincerely,

[Your Name]

[Your Contact Information]