

Request to Adjust Nutrition Counseling Schedule

Date: [Insert Date]

To: [Nutritionist's Name]

[Nutritionist's Address]

[City, State, Zip Code]

Dear [Nutritionist's Name],

I hope this message finds you well. I am writing to request an adjustment to my nutrition counseling schedule. Due to [briefly explain reason, e.g., work commitments, personal reasons], I am unable to attend our sessions at the previously scheduled times.

I would greatly appreciate it if we could reschedule our meetings to [suggest new days/times]. I believe this adjustment will allow me to fully engage in the counseling and make the most of our sessions.

Thank you for your understanding and support. I look forward to your response.

Sincerely,

[Your Name]

[Your Contact Information]