

Dear [Client's Name],

I hope this message finds you well. I am writing to inform you that due to [reason for rescheduling], I will need to reschedule our upcoming nutrition consultation originally scheduled for [original date and time].

Would you be available to meet on [new date and time]? If not, please let me know your available times, and we can find a suitable alternative that works for both of us.

I apologize for any inconvenience this may cause and appreciate your understanding.

Thank you, and I look forward to our conversation.

Best regards,

[Your Name]

[Your Title/Position]

[Your Contact Information]