

Dear [Recipient's Name],

I hope this message finds you well. I am writing to inform you that our upcoming nutrition counseling meeting originally scheduled for [Original Date] at [Original Time] will need to be rescheduled.

We recognize the importance of this meeting and want to ensure that we find a convenient time for both of us. Please let me know your availability for the following alternative dates:

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

Thank you for your understanding, and I apologize for any inconvenience this may cause. Your health and nutrition are my top priority, and I look forward to our discussion.

Best regards,

[Your Name]

[Your Title]

[Your Contact Information]