

# Reschedule email checklist

## Use a clear and direct subject line

Make it **searchable and specific**: "Reschedule request: {{Meeting or Project}}". Avoid vague or clever phrasing.

## Apologise briefly and take ownership

**One short line** shows respect for the recipient's time. No long backstory needed.

## Offer alternative dates/times (two or three)

Provide **two or three windows** with time zones or **include a Koalendar link** so they self select. This reduces back-and-forth and signals flexibility while keeping momentum.

## Ask for confirmation & express appreciation

Close with a **clear ask** like "Please confirm the time that suits you" and a **short thank you**.

## Send as soon as you know: timing matters

The **earlier you flag the change**, the easier it is for people to adjust and the more professional you look.

## Use a scheduling tool to simplify rescheduling

Instead of juggling emails, Koalendar can make things simple with useful features and by **offering a smart booking link**. This lets clients **reschedule themselves, reducing confusion and back and forth**.

- **Calendar sync** with Google, Outlook, or iCloud to prevent double booking (Free)
- Smart **time zone detection** so no one joins early or late (Free)
- Instant **booking notifications** so you see changes right away (Free)
- Email and SMS **reminders** to reduce no shows (Pro)
- **Follow up** emails to share next steps or resources (Pro)
- **Tentative bookings** with manual approval when needed (Pro)
- **Custom questions** on your booking page to gather context (Pro)



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