

Making Appointments-Useful Phrases

You can use the following phrases:

Formal:

- I would like to confirm our meeting/ our appointment on...
- I regret to inform you that
- I am unavailable on that day
- I suggest we postpone the meeting to the following week
- I wonder if I might ask you to postpone the meeting to 12 o'clock on the same day.
- I apologize for the inconvenience...
- I am afraid that I am obliged to change the date of our meeting, due to a problem with...
- I am afraid I will not be able to keep the appointment I made for Friday, the 1st March, owing to...
- I apologize for the inconvenience this must cause you.

Informal:

- That sounds like an excellent idea.
- Thursday at five is fine by me.
- Sorry, but I am busy on that day. How about the day after?
- I am afraid I can't make it then. How about...?
- I am afraid I won't be able to come, as I have something else on.
- I am afraid I won't be able to make it after all.
- Sorry, but I will have to cancel lunch on Wednesday.

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