

Making Appointments - Useful Phrases

You can use the following phrases to talk/ write about appointments:

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.
- May I 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 reschedule our meeting, due to a problem with...
- I am afraid I won't be able to keep the appointment I made for Friday, the 1st March, due to...

- I apologize for the inconvenience this is causing 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 planned.
- 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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