

Arranging a meeting



Suggesting a date:

I'd like to schedule a meeting...

What time is best for you?

Would Tuesday at 10:00 suit you?

When would be a good time for you?

How does the 17th sound to you?

What/how about sometime next week?

Would next Tuesday be OK?

Answers:

Sounds good, see you on the 17th at 10:00.

Tuesday suits me/would be perfect/works great for me.

I'm free any day except/apart from Wednesday.

The only day I'm booked is Wednesday.

I don't have any availability on Wednesday.

I will be away until Monday.

I won't be back until Monday.

I'm unavailable that day. What about the following day?

I'm afraid I can't on the 17th. What about the 18th?

I'm sorry, I can't make it on Tuesday. Could we meet on Wednesday instead?

I'm not free on Tuesday but I am free on Wednesday. Does that work for you?

Would it be possible to arrange/fix another time later in the week?

Changing an appointment:

Can we change the meeting from the 17th to the 23rd?

Can we put the meeting back to the 23rd?

Can we postpone the meeting to the 23rd?

Can we change the meeting from the 23rd to the 17th?

Can we bring the meeting forward (from the 23rd) to the 17th?

Cancelling an appointment:

I'm sorry, I have/need to cancel our appointment.

I'm sorry, I need to cancel our appointment.

I'm afraid that I'm not going to be able to meet you after all.

I won't be able to keep our appointment on Tuesday.

Something has come up.

Something unexpected has come up.

Something urgent has come up.