

Request to Reschedule Trip

Date: [Insert Date]

To: [Recipient's Name]

[Recipient's Position]

[Company/Organization Name]

[Address]

Dear [Recipient's Name],

I hope this message finds you well. I am writing to formally request a rescheduling of my upcoming trip originally planned for [original travel dates] due to unforeseen medical reasons. Unfortunately, I have been advised by my physician to refrain from traveling during this period.

I understand the inconvenience this may cause and sincerely apologize for any disruption to your plans. If possible, I would greatly appreciate your assistance in rescheduling my trip to a later date, preferably within the next [suggest preferred timeframe].

Thank you for your understanding and support regarding this matter. I look forward to your prompt response.

Warm regards,

[Your Name]

[Your Position]

[Your Contact Information]