

# Appointment Rescheduling Request

Dear [Doctor's Name],

I hope this message finds you well. I am writing to request a rescheduling of my upcoming appointment originally set for [original date and time]. Due to [brief reason for rescheduling], I am unable to attend.

If possible, I would greatly appreciate it if we could move my appointment to [two or three alternative dates and times]. Please let me know if any of these options work for you.

Thank you for your understanding, and I apologize for any inconvenience this may cause.

Sincerely,

[Your Name]

[Your Contact Information]