

[Your Name]
[Your Address]
[City, State, Zip Code]
[Email Address]
[Phone Number]
[Date]

[Doctor's Name]
[Clinic/Hospital Name]
[Clinic/Hospital Address]
[City, State, Zip Code]

Dear [Doctor's Name],

I hope this message finds you well. I am writing to formally request a change to my upcoming appointment originally scheduled for [original appointment date and time]. Due to [brief reason for the request, e.g., a scheduling conflict, unforeseen circumstances], I am unable to attend at that time.

I would greatly appreciate it if we could reschedule my appointment to a later date. I am available on [provide two or three alternative dates and times], but I am open to any other times that may suit your schedule.

Thank you for your understanding and assistance in this matter. I look forward to your prompt response.

Sincerely,
[Your Name]