

Appointment Rescheduling Notification

Date: [Insert Date]

Dear [Doctor's Office Name],

I hope this message finds you well. I am writing to inform you that I need to reschedule my upcoming appointment originally scheduled for [Original Appointment Date and Time]. Due to [Brief Reason for Rescheduling], I am unable to attend at that time.

I would greatly appreciate if we could find an alternative date and time. I am available on [Provide 2-3 Alternatives Dates and Times]. Please let me know if any of these options work for you, or if there are other available slots.

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

Sincerely,

[Your Name]

[Your Contact Information]