

# Request to Modify Doctor Visit Schedule

Date: [Insert Date]

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

Dear [Doctor's Name],

I hope this message finds you well. I am writing to request a modification to my upcoming appointment scheduled for [insert original date and time]. Due to [brief reason for the change], I am unable to attend the appointment at the originally scheduled time.

If possible, I would greatly appreciate it if we could reschedule my visit to a later date. I am available on [provide two or three alternative dates and times] but I am willing to work around your schedule as well.

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

Sincerely,

[Your Name]  
[Your Contact Information]  
[Your Address]