

# Letter to Reschedule Doctor's Consultation

Date: [Insert Date]

Dr. [Doctor's Name]

[Doctor's Office/Hospital Name]

[Office Address]

[City, State, Zip Code]

Dear Dr. [Doctor's Last Name],

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

I would greatly appreciate it if we could find a new appointment time. I am available on [provide two or three alternative dates and times] if any of these work for you and your team.

Thank you for your understanding and flexibility. I look forward to hearing from you soon.

Sincerely,

[Your Name]

[Your Contact Information]