

# Application for Rescheduling Due to Serious Illness

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Date]

[Recipient's Name]

[Recipient's Title]

[Company/Organization Name]

[Company Address]

[City, State, Zip Code]

Dear [Recipient's Name],

I hope this message finds you well. I am writing to formally request a rescheduling of my [appointment, meeting, examination, etc.] originally scheduled for [original date and time] due to a serious health issue that requires my immediate attention.

Unfortunately, I have been diagnosed with [brief description of illness, if comfortable] and my doctor has advised that I take the necessary time to recover. I sincerely apologize for any inconvenience this may cause and hope to find a suitable alternative date.

Could we possibly reschedule for [provide two or three alternative dates and times]? I appreciate your understanding and support in this matter.

Thank you for considering my request. I look forward to your reply.

Sincerely,

[Your Name]