

Dr. [Doctor's Name]

[Clinic/Hospital Name]

[Clinic/Hospital Address]

[City, State, Zip Code]

[Date]

Dear Dr. [Doctor's Name],

I hope this message finds you well. I am writing to request a rescheduling of my upcoming medical check-up originally scheduled for [original date] due to [brief reason for rescheduling, e.g., a scheduling conflict, personal reasons, etc.].

I apologize for any inconvenience this may cause and would greatly appreciate your assistance in finding a new appointment time. I am available on the following dates and times: [provide at least two or three options].

Thank you for your understanding and support. I look forward to your reply.

Sincerely,

[Your Name]

[Your Contact Information]

[Your Patient ID (if applicable)]