

Letter of Explanation for Postponing Medical Appointment

Date: [Insert Date]

To: [Doctor's Name]

[Doctor's Office Name]

[Office Address]

Dear [Doctor's Name],

I hope this message finds you well. I am writing to inform you that, due to [brief explanation of reason, e.g., unforeseen circumstances, scheduling conflicts], I will need to postpone my upcoming medical appointment originally scheduled for [insert original appointment date].

I apologize for any inconvenience this may cause and kindly request to reschedule my appointment. I am available on the following dates and times: [insert availability].

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

Sincerely,

[Your Name]

[Your Contact Information]