

Formal Request for Alternative Appointment Time

Dear [Healthcare Provider's Name],

I hope this message finds you well. I am writing to request an alternative appointment time for my upcoming visit originally scheduled for [original date and time] due to [brief explanation of your reason, if comfortable sharing].

I would greatly appreciate it if we could reschedule my appointment to a later date. I am available on [provide two or three alternative dates and times] and hope one of these options is convenient for you.

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

Sincerely,

[Your Name]

[Your Contact Information]