

Rescheduling Dental Cleaning Appointment

Date: [Insert Date]

Dear [Dentist's Office Name],

I hope this message finds you well. I am writing to inform you that I need to reschedule my upcoming dental cleaning appointment originally set for [Original Appointment Date].

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 date. I am available on [provide two or three alternative dates and times].

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

Sincerely,

[Your Name]

[Your Contact Information]