

Rescheduling Appointment Request

Date: [Insert Date]

To: [Doctor's Name or Medical Office]

Address: [Medical Office Address]

Dear [Doctor's Name or Receptionist's Name],

I hope this message finds you well. I am writing to inform you that I was unable to attend my scheduled medical appointment on [original appointment date] due to [reason for missing the appointment, if comfortable sharing].

I would like to request a rescheduling of my appointment. I am available on the following dates and times: [List available dates and times]. Please let me know if any of these options work for you.

Thank you for your understanding and assistance. I look forward to hearing from you soon.

Sincerely,

[Your Name]

[Your Contact Information]