

Request to Adjust Service Appointment Schedule

Date: [Insert Date]

To: [Service Provider's Name]

[Service Provider's Address]

Dear [Service Provider's Name],

I hope this message finds you well. I am writing to formally request an adjustment to my upcoming service appointment scheduled for [original date and time]. Due to [brief explanation of reason, e.g., unforeseen circumstances, a scheduling conflict], I am unable to attend at the originally scheduled time.

I kindly ask if it would be possible to reschedule my appointment to a later date, preferably [suggest two or three alternative dates and times that work for you]. I apologize for any inconvenience this may cause and appreciate your understanding in this matter.

Thank you for considering my request. I look forward to your prompt response.

Sincerely,

[Your Name]

[Your Contact Information]