

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Date]

[Service Provider's Name]

[Company Name]

[Company Address]

[City, State, Zip Code]

Dear [Service Provider's Name],

I hope this message finds you well. I am writing to inform you that I need to reschedule my service appointment originally set for [original appointment date and time]. Unfortunately, due to [brief explanation of the reason, e.g., a scheduling conflict, unforeseen circumstances], I am unable to attend at the scheduled time.

I apologize for any inconvenience this may cause and appreciate your understanding in this matter. If possible, I would like to reschedule for [provide two or three alternate dates and times]. Please let me know which of these options works best for your schedule.

Thank you for your attention to this matter, and I look forward to your response.

Sincerely,

[Your Name]