

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Date]

[Recipient's Name]

[Company Name]

[Company Address]

[City, State, Zip Code]

Dear [Recipient's Name],

I hope this message finds you well. I am writing to formally request a modification of my scheduled service appointment originally set for [original date and time]. Due to unforeseen circumstances, I am unable to attend at that time.

I kindly ask if it would be possible to reschedule the appointment to a later date. I am available on [provide two or three alternative dates and times]. I apologize for any inconvenience this may cause and appreciate your understanding.

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

Sincerely,

[Your Name]