

Dear [Service Provider's Name],

I hope this message finds you well. I am writing to inquire about the possibility of rescheduling my service appointment originally set for [Original Date and Time].

Unfortunately, due to [brief explanation of the reason], I will not be able to attend at the previously arranged time.

I would appreciate it if we could set a new date and time that works for both of us. I am available on [provide two or three alternative dates and times], but I am open to any suggestions you may have.

Thank you for your understanding and assistance in this matter. I look forward to your prompt response.

Best regards,

[Your Name]

[Your Contact Information]