

Dear [Service Provider's Name],

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

I would greatly appreciate it if we could find an alternative date and time that works for both of us. I am available on [provide two or three options for new dates and times].

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

Sincerely,

[Your Name]

[Your Contact Information]