

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Date]

[Physical Therapy Center Name]

[Center Address]

[City, State, Zip Code]

Dear [Physical Therapist's Name/Receptionist],

I hope this message finds you well. I am writing to request a rescheduling of my physical therapy appointment originally scheduled for [original date and time]. Due to [brief reason for rescheduling, e.g., a scheduling conflict, illness], I am unable to attend at that time.

I would greatly appreciate it if we could find a new date and time for my appointment. I am available on [provide two or three alternative dates and times], but I am open to any other available slots that you may have.

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

Sincerely,

[Your Name]