

Appointment Rescheduling Request

Dear [Therapist's Name],

I hope this message finds you well. I am writing to inform you that I need to reschedule my upcoming occupational therapy appointment originally set for [original date and time]. Due to [brief reason for rescheduling], I am unable to attend at that time.

Could we possibly move my appointment to [proposed new date and time]? If that does not work for you, I am open to other available slots that you might have.

Thank you for your understanding. I appreciate your flexibility and support.

Best regards,

[Your Name]

[Your Contact Information]