

Appointment Rescheduling Request

Dear [Recipient's Name],

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

Could we possibly reschedule the appointment for a later date? I am available on [provide two or three alternative dates and times]. Please let me know if any of these options work for you.

Thank you for your understanding and assistance. I apologize for any inconvenience this may cause, and I look forward to your response.

Best regards,

[Your Name]

[Your Contact Information]