

Request to Change Hearing Appointment

Date: [Insert Date]

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Recipient's Name]

[Recipient's Title]

[Recipient's Organization]

[Recipient's Address]

[City, State, Zip Code]

Dear [Recipient's Name],

I hope this message finds you well. I am writing to formally request a change to my scheduled hearing appointment originally set for [original date and time] regarding [brief description of the hearing purpose].

Unfortunately, due to [brief explanation of the reason for rescheduling], I am unable to attend at the previously scheduled time. I would greatly appreciate the opportunity to reschedule the hearing to a later date.

To accommodate this change, I am available on the following dates and times:

1. [Option 1]
2. [Option 2]
3. [Option 3]

Thank you for your understanding and assistance regarding this matter. Please let me know if any of the suggested times are suitable or if further arrangements are necessary.

Sincerely,

[Your Name]

[Your Title, if applicable]