

Dear [Agent's Name],

I hope this message finds you well. I am writing to request a rescheduling of the property viewing for [Property Address] 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 move the viewing to 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 I apologize for any inconvenience this may cause.

Best regards,

[Your Name]

[Your Contact Information]