

Appointment Rescheduling Notice

Dear [Doctor's Name or Receptionist's Name],

I hope this message finds you well. I am writing to inform you that I need to reschedule my upcoming medical appointment originally scheduled for [Original Date and Time].

Due to [brief reason, e.g., a scheduling conflict, personal reasons], I am unable to attend at the original time. I would appreciate it if we could arrange a new appointment at your earliest convenience.

Could you please let me know available dates and times? I am flexible and can adjust to your schedule.

Thank you for your understanding. I look forward to hearing from you soon.

Sincerely,

[Your Name]

[Your Contact Information]