

Appointment Reschedule Request

Date: [Insert Date]

[Your Name]

[Your Address]

[City, State, Zip Code]

[Your Email]

[Your Phone Number]

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

I hope this message finds you well. I am writing to request a rescheduling of my upcoming appointment for my surgery check, originally scheduled for [original date and time]. Due to [brief reason for rescheduling, e.g., a scheduling conflict or personal circumstances], I am unable to attend at that time.

Could we please reschedule my appointment to a later date? I am available on [provide two or three alternative dates and times]. However, I am more than willing to accommodate your schedule as needed.

Thank you for your understanding and assistance in this matter. I look forward to hearing from you soon.

Sincerely,

[Your Name]