

Appointment Rescheduling Request

Date: [Insert Date]

Dear [Recipient's Name],

I hope this message finds you well. I am writing to request a rescheduling of our upcoming appointment originally set for [original date and time]. Due to unforeseen childcare responsibilities, I am unable to attend at that time.

I sincerely apologize for any inconvenience this may cause and would greatly appreciate the opportunity to reschedule. I am available on [provide two or three alternative dates and times], but I am more than willing to accommodate your schedule as best as I can.

Thank you for your understanding, and I look forward to your reply.

Warm regards,

[Your Name]

[Your Contact Information]