

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 appointment originally set for [original date and time] due to unforeseen weather conditions that may affect travel.

Would it be possible to reschedule our meeting to a later date? I am available on [provide two or three alternative dates and times]. Please let me know what works best for you.

Thank you for your understanding, and I apologize for any inconvenience this may cause.

Looking forward to your response.

Best regards,

[Your Name]

[Your Position]

[Your Contact Information]