

# Appointment Rescheduling Request

Dear [Recipient's Name],

I hope this message finds you well. I am writing to inform you that due to a family emergency, I will need to reschedule our upcoming appointment originally set for [original date and time].

I apologize for any inconvenience this may cause and appreciate your understanding during this difficult time. If possible, I would like to propose rescheduling our meeting to [suggested new date and time], but I am open to any other time that works for you.

Thank you for your consideration, and I look forward to your response.

Sincerely,

[Your Name]

[Your Contact Information]