

Dear [Recipient's Name],

I hope this message finds you well. I am writing to request a rescheduling of my upcoming appointment originally set for [original date and time] due to health reasons.

Unfortunately, I am unable to attend at that time. I would greatly appreciate it if we could find a new date and time that works for both of us. I am available on [provide two or three alternative dates and times].

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

Best regards,

[Your Name]

[Your Contact Information]