

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 personal obligations, I am unable to attend at that time.

I sincerely apologize for any inconvenience this may cause and hope to find a suitable alternative. I am available on [provide two or three alternative dates and times] if any of those work for you.

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

Warm regards,

[Your Name]

[Your Contact Information]

[Your Position/Title, if applicable]