

# Appointment Rescheduling Request

Date: [Insert Date]

To: [Recipient's Name]

From: [Your Name]

Subject: Request to Reschedule Appointment

Dear [Recipient's Name],

I hope this message finds you well. I am writing to inform you that due to a prior commitment, I am unable to attend our scheduled appointment on [Original Appointment Date and Time].

I sincerely apologize for any inconvenience this may cause and would like to kindly request to reschedule our meeting. I am available on [Proposed New Dates and Times]. Please let me know if any of these options work for you or suggest an alternative time that may be more convenient.

Thank you for your understanding, and I look forward to hearing from you soon.

Best regards,

[Your Name]

[Your Contact Information]