

Appointment Rescheduling Request

Dear [Recipient's Name],

I hope this message finds you well. I am writing to formally request a rescheduling of our upcoming appointment originally set for [original date and time]. Due to unforeseen travel commitments, I am unable to attend at that time.

If possible, I would greatly appreciate it if we could move our meeting to a later date. I am available on [provide two or three alternative dates and times], but I am more than willing to accommodate your schedule as best as I can.

Thank you for your understanding and flexibility regarding this matter. I look forward to our meeting and am eager to discuss [briefly mention the purpose of the appointment].

Best regards,

[Your Name]

[Your Position]

[Your Contact Information]