

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 unexpected circumstances, I am unable to attend our scheduled appointment on [original date and time].

I apologize for any inconvenience this may cause and would greatly appreciate the opportunity to reschedule our meeting. Would you be available to meet on [provide two or three alternative dates and times]? If these options do not work for you, please let me know your availability, and I will do my best to accommodate.

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

Sincerely,

[Your Name]

[Your Contact Information]