

Subject: Request to Reschedule Appointment

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 [brief explanation of the reason, e.g., unforeseen work-related commitments], I am unable to attend at the previously agreed time.

I sincerely apologize for any inconvenience this may cause and appreciate your understanding. I would be grateful if we could reschedule our meeting to a later date. I am available on [provide two or three alternative dates and times] and hope one of these options will work for you.

Thank you for your flexibility, and I look forward to our conversation.

Best regards,

[Your Name]

[Your Position]

[Your Company]

[Your Contact Information]