

# Appointment Rescheduling and Cancellation

Date: [Insert Date]

[Recipient's Name]

[Recipient's Address]

[City, State, Zip Code]

Dear [Recipient's Name],

I hope this message finds you well. I am writing to inform you that due to [reason for rescheduling/cancellation], I will need to reschedule our appointment originally scheduled for [original date and time].

Would you be available to meet on [new proposed date and time]? If that doesn't work for you, please let me know your availability, and we can find a suitable time.

If you need to cancel instead, please confirm this so I can update my records accordingly.

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

Sincerely,

[Your Name]

[Your Title]

[Your Contact Information]