

Dear [Recipient's Name],

I hope this message finds you well. I am writing to follow up regarding our previously scheduled service appointment.

Due to unforeseen circumstances, I would like to propose rescheduling our appointment to a new date. Would [proposed date and time] work for you? If not, I would be happy to work with you to find a date and time that suits your schedule.

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

Best regards,

[Your Name]

[Your Position]

[Your Contact Information]