

Rescheduling Request for Specialist Visit

Date: [Insert Date]

To: [Specialist's Name]

[Specialist's Office/Clinic Name]

[Address Line 1]

[Address Line 2]

[City, State, Zip Code]

Dear [Specialist's Name],

I hope this message finds you well. I am writing to request a rescheduling of my upcoming appointment originally set for [Original Appointment Date and Time] due to [brief reason for rescheduling, e.g., a scheduling conflict, unforeseen circumstances, etc.].

I apologize for any inconvenience this may cause and would greatly appreciate it if we could arrange a new date and time. I am available on [provide two or three alternative dates and times], but I am willing to accommodate your schedule as necessary.

Thank you for your understanding. I look forward to your response.

Sincerely,

[Your Name]

[Your Contact Information]

[Patient ID or Reference Number, if applicable]