

[Your Name]
[Your Address]
[City, State, Zip Code]
[Email Address]
[Phone Number]
[Date]
[Recipient's Name]
[Recipient's Title]
[Company/Organization Name]
[Company Address]
[City, State, Zip Code]

Dear [Recipient's Name],

I hope this message finds you well. I am writing to inform you that I am unable to attend our scheduled appointment on [original date and time] due to [brief reason, if appropriate].

I sincerely apologize for any inconvenience this may cause and would greatly appreciate the opportunity to reschedule our meeting. I am available on [provide two or three alternative dates and times], but I am more than willing to accommodate your schedule if those do not work for you.

Thank you for your understanding and flexibility. I look forward to our conversation and appreciate your patience in rescheduling.

Best regards,

[Your Name]