

[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 request a change to my upcoming appointment scheduled for [original date and time] due to [brief explanation of the reason].

If possible, I would greatly appreciate rescheduling the appointment to a later date. I am available on [provide two or three alternative dates and times].

Thank you for your understanding, and I apologize for any inconvenience this may cause. I look forward to your response.

Sincerely,
[Your Name]