

[Your Name]
[Your Address]
[City, State, Zip Code]
[Email Address]
[Phone Number]
[Date]
[Doctor's Name]
[Doctor's Office Name]
[Office Address]
[City, State, Zip Code]

Dear [Doctor's Name],

I hope this message finds you well. I am writing to inform you of a change in my upcoming appointment originally scheduled for [original date and time].

Due to [reason for change], I would like to reschedule my appointment to a later date. I am available on [provide two or three alternative dates and times].

Please let me know which of these options works best for you, or if there is another time that you would prefer. I apologize for any inconvenience this may cause and appreciate your understanding.

Thank you for your attention to this matter. I look forward to hearing from you soon.

Sincerely,

[Your Name]