

[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 or Office Staff],

I hope this message finds you well. I am writing to request a rescheduling of my upcoming appointment originally set for [original date and time]. Due to [brief reason for rescheduling, e.g., a scheduling conflict], I am unable to attend.

I would appreciate it if we could find an alternative date and time. I am available on [provide two or three options for rescheduled dates and times].

Thank you for your understanding and assistance. I look forward to your prompt response.

Sincerely,

[Your Name]

[Your Patient ID, if applicable]