

[Your Name]  
[Your Address]  
[City, State, Zip Code]  
[Email Address]  
[Phone Number]  
[Date]  
[Recipient's Name]  
[Clinic/Hospital Name]  
[Address]  
[City, State, Zip Code]

Dear [Recipient's Name],

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

I would greatly appreciate it if we could arrange a new appointment at your earliest convenience. I am available on [provide two or three alternative dates and times].

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

Sincerely,  
[Your Name]