

[Your Name]
[Your Address]
[City, State, Zip Code]
[Email Address]
[Phone Number]
[Date]
[Recipient's Name]
[PTA Coordinator's Name]
[School Name]
[School Address]
[City, State, Zip Code]

Dear [Recipient's Name],

I hope this message finds you well. I am writing to request a reschedule of my previously scheduled appointment for [original appointment date and time] regarding [reason for the appointment]. Due to [brief explanation of the conflict], I will be unable to attend.

I would greatly appreciate it if we could arrange a new time. I am available on [provide two or three alternative dates and times], but I am open to any other times that might work for you.

Thank you for your understanding, and I apologize for any inconvenience this may cause. I look forward to discussing [topic of the appointment] at a new time.

Sincerely,

[Your Name]

[Your Role or Relationship to the School, if applicable]