

Polite Appointment Rescheduling Request

Subject: Request to Reschedule Appointment on [Original Date]

Dear [Dental Office Staff],

I hope this message finds you well. I am writing to request a change to my upcoming dental appointment scheduled for [date] at [time] with Dr. [Name].

Unfortunately, due to [brief reason: work conflict, family emergency, illness, etc.], I will not be able to keep this appointment. I sincerely apologize for any inconvenience this may cause and understand that last-minute changes can disrupt your schedule.

I would very much like to reschedule for another time that works for both of us. My availability for the next few weeks includes [list available times/days]. I am flexible and willing to work around your schedule to find a mutually convenient time.

Please let me know what options are available, and I will confirm immediately. I can be reached at [phone number] during business hours or via email at [email address].

Thank you for your understanding and flexibility.

Warm regards,

[Your Name]

[Patient ID if applicable]

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