

Medical Appointment Rescheduling Request

Subject: Request to Reschedule Appointment

Dear [Clinic Name],

I am currently scheduled for an appointment on [Original Date] at [Original Time], but I am unable to attend due to [reason: work commitment/travel/personal emergency].

Could we please reschedule to one of the following alternative times:

- [Date and Time Option 1]
- [Date and Time Option 2]
- [Date and Time Option 3]

If none of these work, I am flexible and can adjust to your available slots. I apologize for any inconvenience and appreciate your assistance in finding a new time.

Thank you,

[Your Name]

[Phone Number]

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