Serious tone due to unavoidable reasons

Subject: Urgent Reschedule of Appointment

Dear [Recipientâ€™s Name],

Due to unavoidable circumstances, I am unable to attend our appointment on [Date]. This matter is of great importance to me, and I kindly request that we reschedule at the earliest possible convenience.

I am available on [List Dates], but I am willing to prioritize your schedule. Please let me know a time that works best for you.

Thank you for your understanding during this matter.

Sincerely,

[Your Name]

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