Formal tone request for rescheduling an appointment

Subject: Request to Reschedule Appointment

Dear [Recipientâ€™s Name],

I am writing to inform you that, unfortunately, I will not be able to attend our scheduled appointment on [Original Date and Time] due to [Reason, e.g., an urgent personal matter]. I sincerely apologize for any inconvenience this may cause.

I would be grateful if we could reschedule the appointment to a more convenient time. I am available on [List 2-3 possible dates and times], but I am also willing to accommodate your schedule to the best of my ability.

Thank you for your understanding and flexibility. I look forward to your confirmation of the new date and time.

Sincerely,

[Your Name]

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