Short and simple rescheduling request

Subject: Need to Reschedule Appointment

Hi [Recipientâ€™s Name],

I wonâ€™t be able to make it to our appointment on [Date]. Can we reschedule? Iâ€™m free on [Option 1] or [Option 2], whichever works best for you.

Sorry for the short notice, and thanks for your flexibility.

Best,

[Your Name]

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https://www.lettersandtemplates.com/letters/reschedule-appointment-letter