Business-like tone for rescheduling

Subject: Rescheduling of Appointment

Dear [Recipientâ€™s Name],

I am reaching out regarding our appointment originally scheduled for [Date and Time]. Due to [Reason, e.g., a scheduling conflict], I kindly request to reschedule this meeting to a mutually convenient time.

I am available on [Proposed Dates and Times], but I will be happy to adjust according to your availability. I value this meeting and want to ensure that we can dedicate appropriate time without interruption.

Thank you for your cooperation and consideration.

Respectfully,

[Your Name]

Get more templates here:

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