

Warm and sincere request for rescheduling

Subject: Apologies – Request to Reschedule Appointment

Dear [Recipient's Name],

I deeply regret that I will not be able to attend our scheduled appointment on [Date] due to [Reason]. I value our time and the opportunity to meet, and I am truly sorry for any disruption this may cause.

I kindly ask for your understanding and request to reschedule our appointment. Please let me know your preferred time, or I am happy to suggest [New Date Options] that might work.

Thank you for your patience and consideration.

Warm regards,

[Your Name]

Get more templates here:

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