Warm and sincere request for rescheduling

Subject: Apologies â€“ Request to Reschedule Appointment

Dear [Recipientâ€™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]

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