Tentative request for rescheduling

Subject: Possible Appointment Reschedule

Dear [Recipientâ€™s Name],

I am writing to inform you that I may not be able to attend our appointment on [Date]. At this time, I am uncertain due to [Reason], but I wanted to notify you in advance.

If rescheduling becomes necessary, I would like to suggest [Proposed Dates]. I will confirm as soon as possible.

Thank you for your patience.

Best regards,

[Your Name]

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