## **Reschedule Doctor's Appointment Template**



frame, e.g., 9:00 AM to 4:00 PM], from [preferred days of the week].

If rescheduling within the next [mention a timeframe, e.g., week] is not possible, please let me know the earliest available date that works for you.

You can reach me at [your phone number] or [your email address] to confirm the new appointment date and time.

Once again, I apologize for any inconvenience and appreciate your understanding. Thank you for your attention to this matter.

Looking forward to hearing from you soon.

Sincerely,

[Your Full Name]

[Your Signature if sending a physical letter]