

Reschedule Doctor's Appointment Template

[Your Name]

[Your Address]

[City, State, ZIP Code]

[Your Email Address]

[Your Phone Number]

[Today's Date]

[Doctor's Name]

[Doctor's Clinic/Hospital Name]

[Address]

[City, State, ZIP Code]

Dear Dr. [Doctor's Last Name],

I hope this letter finds you well. I am writing to request the rescheduling of my upcoming appointment, which was originally scheduled for [original appointment date] at [original appointment time]. Unfortunately, due to unforeseen circumstances, I am unable to keep the appointment as planned.

I sincerely apologize for any inconvenience this may cause and kindly request your assistance in rescheduling the appointment to a more convenient date and time for both of us. If possible, I would prefer a time slot during [preferred day(s) of the week] or [preferred time(s) of the day].

Please find my original appointment details below for your reference:

Patient Name: [Your Full Name]

Date of Birth: [Your Date of Birth]

Appointment Date: [Original Appointment Date]

Appointment Time: [Original Appointment Time]

Appointment Type: [Reason for the appointment, e.g., check-up, follow-up, consultation, etc.]

I am available to come in for the rescheduled appointment anytime between [your available time

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]