

Family Emergency Reschedule Request

Subject: Reschedule Request - Family Emergency

Dear [Doctor's Name/Clinic Staff],

I need to reschedule my appointment on [Date] at [Time] due to a family emergency that requires my immediate attention.

A family member has been hospitalized, and I need to be present during this critical time. I deeply regret having to change our appointment and understand this may cause inconvenience.

When would be the next available appointment? I am hoping to reschedule within the next two weeks if possible, but I understand if there are limited options.

Please call me at [Phone Number] or email me with available times. I will respond promptly to confirm.

Thank you for your compassion and flexibility during this challenging time.

Sincerely,

[Your Name]

Get more templates here:

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