

Travel Conflict Casual Reschedule

Subject: Need to Move My Appointment - Travel Conflict

Hi [Doctor's Name/Staff],

Hope you're doing well! I need to reschedule my appointment that's coming up on [Date] at [Time].

I just found out I have to travel unexpectedly for [reason - work/family], and I won't be back in time for our appointment. I feel bad about the timing, but this trip came up suddenly.

Do you have anything available the week of [dates] or the following week? I'm pretty flexible with times - mornings, afternoons, whatever works best for your schedule.

Just shoot me a text or email with some options and I'll pick one that works!

Thanks so much for being understanding. See you soon!

[Your Name]

[Phone Number]

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