

[Your Name]
[Your Phone Number]
[Your Email Address]

[Date]

[Recipient Name]
[Company Name]
[Recipient Address]

Subject: Rescheduling of Home Inspection for [Property Address]

Dear [Recipient Name],

I am writing to formally request a rescheduling of the home inspection currently set for [Original Date] at [Original Time] for the property located at [Property Address].

Due to [Reason for rescheduling: e.g., an unexpected personal emergency / a scheduling conflict], I am no longer able to attend or provide access at the originally agreed-upon time.

I would like to propose the following alternative dates and times:

- [Option 1: Date and Time]
- [Option 2: Date and Time]
- [Option 3: Date and Time]

Please let me know if any of these options work for your schedule. If not, please suggest an alternative time that is convenient for you. I apologize for any inconvenience this change may cause and appreciate your flexibility.

I look forward to hearing from you soon to confirm the new appointment.

Sincerely,

[Your Signature]
[Your Printed Name]