

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

[Date]

[Recipient Name or Department]
[Company or Clinic Name]

Subject: Rescheduling Virtual Consultation - [Your Full Name]

Dear [Recipient Name],

I am writing to formally request a rescheduling of my upcoming virtual consultation, which is currently set for [Original Date] at [Original Time].

Unfortunately, due to [brief reason: an unexpected conflict / a personal emergency / a scheduling error], I will no longer be able to attend at the scheduled time. I apologize for any inconvenience this may cause.

I would still very much like to proceed with the consultation. I am available at the following alternative 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 you, or feel free to suggest an alternative time that fits your schedule. I will wait for a confirmation of the new appointment link and details.

Thank you for your understanding.

Sincerely,

[Your Signature]