To: [Name of Laboratory/Clinic]

From: [Your Full Name]

Date: [Current Date]

Patient Date of Birth: [DOB]

Patient ID/Reference Number: [ID Number if applicable]

Subject: URGENT: Rescheduling of Missed Diagnostic Appointment

Dear [Laboratory Manager or Department Name],

I am writing to formally apologize for missing my scheduled laboratory appointment on [Date of Original Appointment] at [Time]. Unfortunately, I was unable to attend due to [brief reason: e.g., an unforeseen emergency/illness].

Because these diagnostic tests are time-sensitive and required for my ongoing medical treatment, I am requesting to reschedule this appointment as a matter of urgency. I am available at the following times:

- [Option 1: Date and Time]
- [Option 2: Date and Time]
- [Option 3: Any time on a specific date]

Please let me know the earliest available slot. If there is a cancellation list, please include my name so I may be seen sooner. You can reach me at [Your Phone Number] or [Your Email Address].

Thank you for your prompt assistance in this matter.

Sincerely,

[Your Signature]

[Your Printed Name]