**DOCTOR APPOINTMENT LETTER**

Dear Mr. Watson,

I have booked an appointment with you on 25th August 20XX at 2:00 p.m. Unfortunately, I need to cancel this appointment and request you to reschedule it for 27th August 20XX.

I have to deliver a presentation on 25th August in my office which is why I am requesting for rescheduling my appointment with you. I am sorry for the inconvenience caused.

Kindly, inform me if this new slot is available for the appointment.

I highly appreciate your understanding and cooperation in this regard.

Regards,

Ema Smith.