

## Appointment Rescheduling Notice

Dear [Recipient's Name],

We regret to inform you that your previously scheduled appointment on **[Original Date]** at **[Original Time]** needs to be rescheduled due to unforeseen circumstances.

Please select a new preferred date and time for your appointment:

New Date:

New Time:

We apologize for any inconvenience this may cause. If you have any questions, please contact us at [Contact Information].

Thank you for your understanding.

Sincerely,

[Your Name or Company Name]