

Change of Scheduled Appointment

Date:

To:

Dear ,

I am writing to inform you that there has been a change in the schedule for our previously arranged appointment. Please see the details below:

- Original Appointment Date and Time:
- New Appointment Date and Time:
- Reason for Change:

I apologize for any inconvenience this may cause and appreciate your understanding. Please confirm if the new date and time are suitable for you.

Sincerely,