

# Appointment Time Modification

Date: [Insert Date]

Dear [Recipient's Name],

I hope this message finds you well. I am writing to inform you about a modification to our previously scheduled appointment.

Originally, we were set to meet on [Original Date and Time], but due to [Reason for Change], I would like to propose rescheduling our appointment to [New Date and Time].

Please let me know if this new time works for you, or if there's a more suitable option that you would prefer.

Thank you for your understanding, and I apologize for any inconvenience this may cause.

Looking forward to your response.

Sincerely,

[Your Name]

[Your Position]

[Your Contact Information]