

# Postponement of Appointment Notice

Dear [Recipient's Name],

We regret to inform you that your appointment scheduled for [Original Date and Time] has been postponed due to [Reason for Postponement].

We understand the inconvenience this may cause and are committed to rescheduling your appointment at the earliest possible time. Please contact us at [Contact Information] or reply to this email to discuss a new date and time that works for you.

Thank you for your understanding.

Best regards,

[Your Name]

[Your Position]

[Your Company]

[Your Contact Information]