

Appointment Change Notification

Dear [Client's Name],

We hope this message finds you well. We are writing to inform you of a change to your scheduled appointment for [Service] originally set for [Original Date and Time].

Your appointment has been rescheduled to [New Date and Time].

Please let us know if this new time works for you or if you would like to propose another time.

Thank you for your understanding. We look forward to serving you!

Best regards,

[Your Name]

[Your Title]

[Company Name]

[Contact Information]