

Notice to Reschedule Medical Appointment

Date: [Insert Date]

To: [Patient's Name]

Address: [Patient's Address]

Dear [Patient's Name],

We hope this message finds you well. We are writing to inform you that your upcoming medical appointment originally scheduled for [Original Date and Time] at [Clinic/Hospital Name] needs to be rescheduled due to [Reason for Rescheduling].

We sincerely apologize for any inconvenience this may cause. We would like to offer you the following alternative dates and times for your appointment:

- [Alternative Date and Time 1]
- [Alternative Date and Time 2]
- [Alternative Date and Time 3]

Please let us know your preferred option, and we will do our best to accommodate your schedule.

Thank you for your understanding.

Sincerely,

[Your Name]

[Your Title]

[Clinic/Hospital Name]

[Contact Information]