

# Notification of Schedule Change

Date: [Insert Date]

To: [Recipient's Name]

From: [Your Name/Your Organization]

Subject: Change in Schedule for Medical Interpreter Services

Dear [Recipient's Name],

We hope this message finds you well. We are writing to inform you of a change in the schedule for your upcoming medical interpreter services.

Originally scheduled for:

- Date: [Original Date]
- Time: [Original Time]
- Location: [Original Location]

The new schedule is as follows:

- Date: [New Date]
- Time: [New Time]
- Location: [New Location]

We apologize for any inconvenience this may cause and appreciate your understanding. If you have any questions or require further assistance, please do not hesitate to reach out.

Thank you for your attention to this matter.

Sincerely,

[Your Name]

[Your Title]

[Your Organization]

[Contact Information]