

Appointment Adjustment Notification

Date: [Insert Date]

Dear [Patient's Name],

We hope this message finds you well. We are writing to inform you that your upcoming surgery appointment scheduled for [original date and time] has been adjusted to a new date.

New Appointment Details:

Date: [new date]

Time: [new time]

Location: [surgery center or hospital name and address]

We apologize for any inconvenience this may cause and appreciate your understanding. If you have any questions or need further assistance, please do not hesitate to contact us at [phone number] or [email address].

Thank you for your cooperation.

Best regards,

[Your Name]

[Your Title]

[Hospital or Clinic Name]