

# Notification of Schedule Change

Dear [Recipient's Name],

We hope this message finds you well. We are writing to inform you that there has been a change in the schedule for your upcoming respiratory therapy sessions.

Your 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 need further assistance, please do not hesitate to contact us at [Contact Information].

Thank you for your continued cooperation.

Sincerely,

[Your Name]

[Your Title]

[Your Organization]