

Rescheduling of Your Respiratory Therapy Session

Dear [Patient's Name],

We hope this message finds you well. We are writing to inform you that your upcoming respiratory therapy session originally scheduled for [Original Date and Time] needs to be rescheduled due to [Reason for Rescheduling].

We sincerely apologize for any inconvenience this may cause and would like to propose the following new dates and times:

- [New Date and Time Option 1]
- [New Date and Time Option 2]
- [New Date and Time Option 3]

Please let us know which option works best for you. If none of these times are convenient, do not hesitate to suggest an alternative that suits your schedule.

Thank you for your understanding. We look forward to seeing you soon.

Sincerely,
[Your Name]
[Your Title]
[Your Contact Information]
[Clinic/Facility Name]