

Appointment Rescheduling Notice

Dear [Patient Name],

We hope this message finds you well. We are writing to inform you that your upcoming healthcare appointment scheduled for [Original Date and Time] needs to be rescheduled.

We apologize for any inconvenience this may cause and want to ensure you receive the care you need. Please contact our office at [Office Phone Number] or reply to this email to choose a new appointment date and time that works for you.

Thank you for your understanding.

Sincerely,
[Your Name]
[Your Title]
[Healthcare Facility Name]
[Contact Information]