

Appointment Rescheduling Notice

Date: [Insert Date]

To: [Recipient's Name]

From: [Your Name]

Subject: Rescheduling Your Vision Evaluation Appointment

Dear [Recipient's Name],

I hope this message finds you well. I am writing to inform you that due to [reason for rescheduling], we need to reschedule your upcoming vision evaluation appointment originally set for [original date and time].

We sincerely apologize for any inconvenience this may cause and appreciate your understanding. We would like to offer you a new appointment time on [new date and time] or [alternative date and time]. Please let us know which option works best for you.

If neither of these times are suitable, feel free to suggest other dates and times that may work better.

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

Best regards,

[Your Name]

[Your Position]

[Your Contact Information]

[Your Organization]