

# Appointment Adjustment Notice

Dear [Patient's Name],

We hope this message finds you well. We are writing to inform you that there has been a change to your upcoming appointment.

**Original Appointment Date and Time:** [Original Date and Time]

**New Appointment Date and Time:** [New Date and Time]

We apologize for any inconvenience this may cause and appreciate your understanding. If the new appointment time does not work for you, please contact us at [Contact Number] or [Email Address] to reschedule.

Thank you for your cooperation.

Sincerely,

[Your Name]

[Your Title]

[Your Practice Name]