

# Appointment Modification Notice

Date: [Insert Date]

Dear [Patient's Name],

We hope this message finds you well. We are writing to inform you that your upcoming appointment originally scheduled for [Original Date and Time] has been modified.

Your new appointment details are as follows:

**Date:** [New Date]

**Time:** [New Time]

**Location:** [Clinic/Office Name & Address]

If you have any questions or need further assistance, please do not hesitate to contact us at [Phone Number] or [Email Address].

Thank you for your understanding.

Sincerely,

[Your Name]

[Your Position]

[Clinic/Office Name]