

# Appointment Timing Alteration Notice

Dear [Patient's Name],

We hope this message finds you well. We are writing to inform you of a change in the timing of 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. Please confirm your availability for the new time or let us know if you need to reschedule.

Thank you for your understanding.

Sincerely,  
[Your Name]  
[Your Position]  
[Clinic Name]  
[Contact Information]