

Dear [Patient's Name],

We hope this message finds you well. We are writing to inform you of a change in your vaccination schedule.

Your originally scheduled vaccination on **[Original Date and Time]** has been changed to **[New Date and Time]**.

We apologize for any inconvenience this may cause and appreciate your understanding as we strive to provide the best care possible.

Please contact our office at **[Office Phone Number]** if you have any questions or if you need to reschedule your appointment.

Thank you for your cooperation!

Sincerely,

[Your Name]

[Your Position]

[Clinic or Hospital Name]

[Contact Information]