

Dear [Recipient's Name],

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

The new appointment details are as follows:

- Date: [New Date]
- Time: [New Time]
- Location: [New Location]

We apologize for any inconvenience this may cause and appreciate your understanding. If you have any questions or need further assistance, please do not hesitate to contact us at [Contact Information].

Thank you for your understanding.

Sincerely,

[Your Name]

[Your Position]

[Your Company]