

Appointment Change Confirmation

Dear [Recipient's Name],

We would like to confirm the change in your appointment scheduled for [original date and time].
The new appointment details are as follows:

- **New Date:** [New date]
- **New Time:** [New time]
- **Location:** [Location]

If you have any questions or need further assistance, please do not hesitate to contact us.

Thank you for your understanding.

Sincerely,

[Your Name]
[Your Position]
[Your Company]
[Contact Information]