

Appointment Confirmation

Dear [Recipient's Name],

We are pleased to confirm your appointment originally scheduled for [original date] and now rescheduled to [new date and time].

Details of your appointment are as follows:

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

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

Thank you for your understanding and flexibility.

Sincerely,

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