

Dear [Recipient's Name],

Thank you for your understanding regarding the need to reschedule your appointment. We would like to confirm your new appointment date and time as follows:

New Appointment Date: [New Date]

New Appointment Time: [New Time]

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

Thank you for your cooperation.

Best regards,

[Your Name]

[Your Position]

[Your Company Name]

[Your Contact Information]