

Appointment Change Confirmation

Dear [Recipient Name],

We are writing to confirm the change to your appointment originally scheduled for [Original Date] at [Original Time]. Your new appointment date and time is now set for [New Date] at [New Time].

If you have any questions or need to reschedule again, please feel free to contact us at [Contact Information].

Thank you for your understanding.

Sincerely,

[Your Name]
[Your Position]
[Your Company]