

# Notification of Change in Medical Appointment Date

Date: [Insert Date]

Dear [Patient's Name],

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

Your new appointment date is now set for [New Date] at [Time]. It will take place at [Location].

We apologize for any inconvenience this may cause and appreciate your understanding. If you have any questions or need to make further changes, please do not hesitate to contact our office at [Phone Number] or [Email Address].

Thank you for your understanding.

Sincerely,  
[Your Name]  
[Your Title]  
[Medical Facility Name]  
[Contact Information]