

# Appointment Rescheduling Reminder

Dear [Patient's Name],

This is a friendly reminder that your previously scheduled medical appointment on [Original Date] at [Original Time] needs to be rescheduled.

Please contact our office at [Office Phone Number] or [Office Email] to choose a new date and time that works for you.

We appreciate your attention to this matter and look forward to seeing you soon.

Best regards,

[Your Name]

[Your Position]

[Medical Facility Name]