

Service Appointment Rescheduling Confirmation

Date: [Insert Date]

Dear [Customer's Name],

Thank you for contacting us regarding the rescheduling of your service appointment originally set for [Original Date]. We have received your request and would like to confirm that your appointment has been successfully rescheduled to [New Date] at [New Time].

If you have any questions or need further assistance, please do not hesitate to reach out to us at [Contact Information].

Thank you for your understanding and flexibility.

Sincerely,

[Your Name]

[Your Position]

[Company Name]

[Company Contact Information]