

Rescheduling Notice

Date: [Insert Date]

Dear [Recipient's Name],

We hope this message finds you well. We are writing to inform you that your annual health assessment originally scheduled for [Original Date] has been postponed due to [Reason for Rescheduling].

We would like to reschedule your assessment to ensure you receive the necessary care. Please let us know your availability, and we will do our best to accommodate your schedule. Suggested dates are:

- [New Date 1]
- [New Date 2]
- [New Date 3]

We apologize for any inconvenience this may cause and appreciate your understanding in this matter.

Thank you for your attention to this important matter. We look forward to hearing from you soon.

Sincerely,

[Your Name]

[Your Position]

[Your Contact Information]

[Your Organization]