

# **Subject: Acknowledgment of Scheduling Issue**

Dear [Recipient's Name],

Thank you for bringing the scheduling issue to our attention. We acknowledge that there was a miscommunication regarding your appointment on [Date].

We sincerely apologize for any inconvenience this may have caused. Please rest assured that we are working to rectify this and will provide a solution promptly.

We appreciate your understanding and patience in this matter. If you have any further questions or require immediate assistance, please do not hesitate to contact us.

Sincerely,

[Your Name]

[Your Position]

[Your Company]

[Your Contact Information]