

# Rescheduling Notice

Date: [Insert Date]

To: [Recipient's Name]

Address: [Recipient's Address]

Dear [Recipient's Name],

We hope this message finds you well. We are writing to inform you that due to unforeseen circumstances, we need to reschedule your migration assistance appointment originally set for [Original Date and Time].

We sincerely apologize for any inconvenience this may cause and would like to offer you the following alternative dates and times:

- [New Date and Time Option 1]
- [New Date and Time Option 2]
- [New Date and Time Option 3]

Please let us know your preferred option, and we will do our best to accommodate you.

Thank you for your understanding and cooperation.

Sincerely,

[Your Name]

[Your Title]

[Your Organization]

[Your Contact Information]