

# Adjusted Appointment Notification

Dear [Recipient's Name],

We are writing to inform you that your appointment originally scheduled for [Original Date & Time] has been adjusted.

Your new appointment details are as follows:

- **Date:** [New Date]
- **Time:** [New Time]
- **Location:** [Appointment Location]

If you have any questions or if this new time does not work for you, please do not hesitate to contact us at [Contact Information].

Thank you for your understanding.

Sincerely,

[Your Name]

[Your Title]

[Your Organization]