

# Appointment Postponement Confirmation

Dear [Recipient's Name],

We would like to inform you that your appointment originally scheduled for [Original Date and Time] has been postponed.

The new date and time for your appointment is [New Date and Time].

We apologize for any inconvenience this may have caused and appreciate your understanding.

If you have any questions, please feel free to contact us at [Contact Information].

Thank you for your understanding.

Sincerely,

[Your Name]

[Your Position]

[Your Company]