

Revised Appointment Acknowledgment

Date: [Insert Date]

To: [Recipient's Name]

[Recipient's Address]

[City, State, Zip Code]

Dear [Recipient's Name],

Thank you for your understanding regarding the change in our previously scheduled appointment. I am writing to confirm the revised details of our meeting:

Date: [New Date]

Time: [New Time]

Location: [New Location]

If you have any questions or need further assistance, please feel free to reach out to me at [Your Phone Number] or [Your Email Address].

Thank you for your attention, and I look forward to our meeting.

Sincerely,

[Your Name]

[Your Position]

[Your Company]

[Your Contact Information]