

Appointment Change Notification

Dear [Recipient's Name],

We hope this message finds you well. We are writing to inform you that your scheduled appointment originally set for [Original Date and Time] has been changed.

Your new appointment details are as follows:

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

If you have any questions or need to reschedule further, please do not hesitate to reach out to us at [Contact Information].

Thank you for your understanding.

Sincerely,

[Your Name]
[Your Position]
[Your Company]