

Appointment Adjustment Notification

Dear [Patient's Name],

We hope this message finds you well. We are writing to inform you about a change in your upcoming routine check appointment originally scheduled for [original date and time].

We have adjusted your appointment to [new date and time]. We apologize for any inconvenience this may cause and appreciate your understanding.

If you have any questions or need further assistance, please do not hesitate to contact our office at [office phone number] or [office email].

Thank you for your cooperation, and we look forward to seeing you soon.

Sincerely,

[Your Name]

[Your Position]

[Clinic/Practice Name]

[Contact Information]