

Appointment Rescheduling Notice

Dear [Patient's Name],

We hope this message finds you well. We are writing to inform you that your telehealth appointment originally scheduled for [original date and time] needs to be rescheduled due to [reason for rescheduling].

Please let us know your availability for the following alternative dates and times:

- [Option 1: new date and time]
- [Option 2: new date and time]
- [Option 3: new date and time]

We apologize for any inconvenience this may cause and appreciate your understanding. Please reply to this email at your earliest convenience with your preferred date and time.

Thank you for your cooperation.

Sincerely,
[Your Name]
[Your Title]
[Your Contact Information]