

# Follow-Up on Appointment Change

Dear [Recipient's Name],

I hope this message finds you well. I am writing to confirm the change in our scheduled appointment originally set for [Original Date and Time].

As discussed, our new appointment will take place on [New Date and Time]. Please let me know if this time is still convenient for you.

If you have any questions or require further assistance, feel free to reach out.

Thank you for your understanding.

Best regards,

[Your Name]

[Your Position]

[Your Contact Information]