

Subject: Rescheduling Your Follow-Up Appointment

Dear [Patient's Name],

We hope this message finds you well. We are writing to inform you that your follow-up appointment originally scheduled for [Original Date and Time] needs to be rescheduled.

We apologize for any inconvenience this may cause and would like to offer you alternative dates for your appointment:

- [New Date and Time Option 1]
- [New Date and Time Option 2]
- [New Date and Time Option 3]

Please let us know which of these options works best for you, or feel free to suggest a different time that may be more convenient.

Thank you for your understanding. We look forward to seeing you soon!

Sincerely,

[Your Name]
[Your Position]
[Your Organization]
[Contact Information]