

Notification of COVID-19 Vaccination Schedule Change

Dear [Recipient's Name],

We hope this message finds you well. We are writing to inform you of a change in the schedule for your COVID-19 vaccination appointment originally set for [Original Date].

Your new vaccination appointment is scheduled for:

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

We understand that changes can be inconvenient, and we appreciate your flexibility and understanding during this time. Please confirm your availability for the new date and time.

If you have any questions or need further assistance, feel free to contact us at [Contact Information].

Thank you for your cooperation.

Sincerely,

[Your Name]

[Your Title]

[Your Organization]