

Dear [Patient's Name],

I hope this message finds you well. I am writing to inform you that due to [reason for rescheduling], we will need to reschedule your upcoming psychiatric evaluation originally set for [original date and time].

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

- [Alternative date and time 1]
- [Alternative date and time 2]
- [Alternative date and time 3]

Your mental health is important to us, and we want to ensure that you receive the best possible care. If none of the suggested times work for you, please feel free to propose other dates that may be more convenient.

Thank you for your understanding. We look forward to hearing from you soon.

Sincerely,

[Your Name]

[Your Title]

[Your Contact Information]