

Appointment Scheduling Update

Dear [Recipient's Name],

I hope this message finds you well. I am writing to inform you of an update regarding our scheduled appointment on [Original Date and Time].

Due to [reason for rescheduling], we will need to reschedule our meeting. I would like to propose the following alternative dates and times:

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

Please let me know which option works best for you, or if there is another time that you would prefer. I apologize for any inconvenience this may cause and appreciate your understanding.

Thank you for your attention. Looking forward to your reply.

Best regards,

[Your Name]

[Your Position]

[Your Contact Information]