

Rescheduling of Respiratory Therapy Sessions

Date: [Insert Date]

Dear [Patient's Name],

We hope this message finds you well. We are writing to inform you that due to [reason for rescheduling], we need to reschedule your upcoming respiratory therapy sessions originally scheduled for [original dates].

We apologize for any inconvenience this may cause and appreciate your understanding. We would like to propose the following new dates for your sessions:

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

Please let us know which of these options works best for you or if there is another time that you would prefer. Your health and comfort are our top priorities.

Thank you for your cooperation. We look forward to continuing your care.

Sincerely,
[Your Name]
[Your Title]
[Your Contact Information]