

# Contact Update Regarding Appointment

Dear [Recipient's Name],

I hope this message finds you well. I am writing to inform you that I will be running late due to a scheduled appointment I had earlier today. I apologize for any inconvenience this may cause.

As a point of contact, please feel free to reach me at [your phone number] if you need to get in touch in the meantime. I appreciate your understanding and will ensure to keep you updated on my arrival time.

Thank you for your patience.

Sincerely,  
[Your Name]  
[Your Address]  
[Your Email]  
[Your Phone Number]