

Appointment Acknowledgment

Dear [Recipient's Name],

Thank you for informing us about the rescheduling of your appointment. We acknowledge the change and have updated our records accordingly.

Your new appointment details are as follows:

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

If you have any further questions or need to make additional changes, please do not hesitate to reach out.

Thank you for your understanding.

Sincerely,

[Your Name]

[Your Position]

[Your Company]

[Contact Information]