

Response to Appointment Change

Dear [Recipient's Name],

Thank you for informing me about the change in our scheduled appointment on [Original Date & Time]. I appreciate your communication regarding this matter.

I would like to confirm that the new appointment date and time on [New Date & Time] works for me. Please let me know if there is anything else I should prepare ahead of our meeting.

Looking forward to our discussion.

Best regards,

[Your Name]

[Your Position]

[Your Contact Information]