

Dear [Patient's Name],

We hope this message finds you well. We are writing to inform you that your dental appointment originally scheduled for [Original Date and Time] needs to be rescheduled due to [Reason for Rescheduling].

We apologize for any inconvenience this may cause and would like to offer you the following alternative dates and times:

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

Please let us know which option works best for you, or feel free to suggest another time if these do not meet your schedule.

Thank you for your understanding, and we look forward to seeing you soon!

Sincerely,

[Your Name]

[Your Title]

[Dental Practice Name]

[Contact Information]