

Virtual Appointment Availability Notification

Dear [Recipient's Name],

We hope this message finds you well. We are writing to inform you of the availability of virtual appointments with [Provider's Name/Department].

Available Dates and Times:

- [Date 1] - [Time 1]
- [Date 2] - [Time 2]
- [Date 3] - [Time 3]

Please let us know your preferred date and time at your earliest convenience. If none of the proposed times work for you, we would be happy to find an alternative time that fits your schedule.

Thank you, and we look forward to your appointment!

Best regards,

[Your Name]

[Your Position]

[Your Organization]

[Contact Information]