Service Appointment Booking Error

[Your Name]

[Your Title]

[Company Name]

[Company Address]

[City, State, ZIP Code]

[Email Address]

[Phone Number]

[Date]

[Recipient's Name]

[Recipient's Address]

[City, State, ZIP Code]

Dear [Recipient's Name],

I hope this letter finds you well. I am writing to address an error that occurred in scheduling your recent service appointment (Appointment Date: [Date]).

Due to an unforeseen technical glitch, there was a mix-up in the appointment scheduling system, and we sincerely apologize for any confusion and inconvenience caused.

We are committed to ensuring a seamless customer experience and have taken immediate steps to rectify the situation. Our team will contact you shortly to reschedule your appointment at a convenient time for you. We appreciate your understanding and patience as we work to resolve this matter.

If you have any immediate questions or concerns, please feel free to reach out to our customer service team at [Customer Service Email] or [Customer Service Phone Number].

Thank you for your continued trust in our services.

Sincerely,

[Your Name]

[Your Title]