

# Hospital Appointment Cancellation and Reschedule Letter

Subject: Appointment Rescheduling Notice

Dear [Patient's Name],

We regret to inform you that your appointment with [Doctor's Name], originally scheduled for [Date], has been postponed due to unforeseen circumstances. We apologize for any inconvenience caused.

Your new appointment has been arranged for [New Date] at [New Time] at [Hospital Name]. Please confirm your availability at your earliest convenience.

Thank you for your understanding and cooperation. We look forward to serving you at your rescheduled appointment.

Kind regards,

[Sender's Name]

Patient Services Coordinator

[Hospital Name]

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