Reschedule Appointment Letter

Dear [Recipient],

I am writing to inform you that due to unforeseen circumstances, we need to reschedule our appointment that was scheduled on [Date] at [Time]. I sincerely apologize for any inconvenience this may cause you.

We value your time and would like to suggest a new date and time that works for you. Please let us know your availability, and we will do our best to accommodate your schedule. Alternatively, if you prefer, you may contact us at [Phone Number] to reschedule the appointment.

Thank you for your understanding, and we look forward to meeting with you soon.

Best regards,

[Your Name]

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