Official rescheduling notice from a clinic

Subject: Appointment Rescheduling Notice

Dear [Patientâ€™s Name],

We regret to inform you that your appointment with [Doctorâ€™s Name] scheduled for [Original Date and Time] must be rescheduled due to [Reason]. We apologize for any inconvenience caused.

Please contact our office at [Phone/Email] to confirm a new appointment time. Alternatively, we are available on [List Options] for your convenience.

Thank you for your cooperation.

Sincerely,

[Clinic/Office Name]

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