

Scheduling Error Correction

Subject: Scheduling Conflict - Need to Correct Appointment Time

Dear [Scheduler's Name/Office Manager],

I believe there may have been a scheduling error with my upcoming appointment on [Date] at [Time].

When I originally booked this appointment, I specifically mentioned that I am not available on [day/time] due to [recurring commitment]. However, I see that the appointment was scheduled during this conflicting time.

Could we please reschedule to a time that works for both of us? I am available [list your available times] and would prefer to keep the appointment within the same week if possible.

I apologize if there was any miscommunication during the original booking. I want to ensure we find a time that works perfectly for everyone involved.

Please let me know what options are available.

Thank you for your assistance,

[Your Name]

[Patient Information]

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