July 24, 2024 [date code for templates]

[Recipient full name]  
[Recipient Title]  
[Recipient Street address]  
[Recipient City, Province two (2) uppercase characters, Postal Code]

Dear Recipient’s Prefix and Last Name, Suffix],

I hope this email finds you well. I wanted to let you know that [reason for schedule change]. In relation to this, your scheduled appointment with Dr. [Name] has been rescheduled. Please see the appointment details below:

* New appointment date: **October 14, 202#, at 14:00**
* Old appointment date: October 11, 202#, at 08:00

Please remember to:

* Bring your valid Health Card (OHIP)
* Arrive at least 15 minutes early for check-in and paperwork

Parking is free and can be accessed [directions to parking].

We sincerely regret this inconvenience. We understand that this may also affect your schedule, and we greatly appreciate your understanding on this matter.

If you cannot attend the above appointment, please reschedule by calling us at [telephone number]. Please let us know at least 48 hours ahead if you want to cancel the appointment, if possible. Normally, the clinic will apply a fee of $50 for missed appointments without prior notice.

We look forward to seeing you soon.

Kind Regards, [closing of your choice]  
[space for signatory to provide an encrypted signature or a manual signature]

Dr.   
Clinic Manager

[Signatories initials uppercase]/[your initials lower case]