

[Your Name]  
[Your Address]  
[City, State, Zip Code]  
[Email Address]  
[Phone Number]  
[Date]

[Recipient's Name]  
[Recipient's Address]  
[City, State, Zip Code]

Dear [Recipient's Name],

I hope this message finds you well. I am writing to inform you of a change regarding your ultrasound technician appointment that was originally scheduled for [original date and time].

The new appointment details are as follows:

- **\*\*New Date:\*\*** [new date]
- **\*\*New Time:\*\*** [new time]
- **\*\*Location:\*\*** [location]

We apologize for any inconvenience this may cause and appreciate your understanding. Please confirm your availability for the new date and time at your earliest convenience.

If you have any questions or need further assistance, feel free to contact us at [phone number] or [email address].

Thank you for your cooperation.

Sincerely,

[Your Name]  
[Your Job Title]  
[Your Organization]