

[Date]

[Patient Name]

[Patient Address]

[City, State, Zip Code]

Subject: Rescheduling of Specialist Consultation and Future Reminder

Dear [Patient Name],

We are writing to confirm that your consultation with [Specialist Name] at [Clinic/Department Name] has been rescheduled.

Your New Appointment Details:

- Original Date: [Original Date]
- New Date: [New Date]
- New Time: [New Time]
- Location: [Location/Room Number]

If this new time is not convenient for you, please contact our office at [Phone Number] or reply to this email to find a more suitable slot.

Future Appointment Reminder:

Please note that according to your treatment plan, you will require a follow-up consultation in [Number of Months/Weeks]. We have noted this in our system and will send you a formal reminder on [Date of Future Reminder].

Please bring any recent test results, a list of current medications, and your insurance information to your appointment.

We look forward to seeing you.

Sincerely,

[Your Name/Staff Name]

[Title]

[Clinic Name]