

Subject: Follow-Up: Resolution of Scheduling System Technical Issue

Dear [Client Name],

I am writing to follow up on the technical error you recently encountered with our virtual appointment scheduling system. Our technical team has confirmed that the issue has been fully resolved.

To ensure your appointment is correctly secured, please find the updated details below:

- **Reference Number:** [Reference Number]
- **New Appointment Date:** [Date]
- **Time:** [Time]
- **Virtual Meeting Link:** [Link]

If the time listed above is no longer convenient for you, please use the link below to reschedule at your earliest convenience:

[Link to Scheduling Portal]

We apologize for any frustration or inconvenience this system error may have caused. We have implemented additional safeguards to prevent this from occurring in the future.

If you require further assistance, please reply to this email or call our support line at [Phone Number].

Best regards,

[Your Name]

[Your Job Title]

[Company Name]