

Dear [Recipient's Name],

I hope this message finds you well. I am writing to inform you that I must unfortunately cancel my appointment scheduled for [Date and Time] due to a family emergency that requires my immediate attention.

I sincerely apologize for any inconvenience this may cause and hope to reschedule at a later date that works for both of us. Please let me know your available times for rescheduling.

Thank you for your understanding.

Best regards,

[Your Name]

[Your Contact Information]