

Appointment Cancellation

Date: [Insert Date]

Dear [Recipient's Name],

I hope this message finds you well. I am writing to inform you that I must cancel our scheduled appointment on [Insert Date and Time] due to personal reasons.

I apologize for any inconvenience this may cause and appreciate your understanding in this matter. I would like to reschedule our meeting at a later date if possible. Please let me know your available times.

Thank you for your understanding.

Sincerely,

[Your Name]

[Your Contact Information]