

Cancellation of Appointment

Date: [Insert Date]

Dear [Recipient's Name],

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

I sincerely apologize for any inconvenience this may cause and appreciate your understanding in this matter. It was not an easy decision, and I am truly grateful for the time and effort you have extended in preparing for our meeting.

Thank you for your understanding, and I hope to reschedule our appointment at a later date that is convenient for you.

Warm regards,

[Your Name]

[Your Contact Information]

[Your Title/Position, if applicable]