

Appointment Cancellation Notice

Date: [Insert Date]

To: [Recipient's Name]

Address: [Recipient's Address]

Dear [Recipient's Name],

I hope this message finds you well. I am writing to inform you that I need to cancel my appointment scheduled for [Insert Appointment Date and Time] due to health issues.

I apologize for any inconvenience this may cause and appreciate your understanding in this matter. I would like to reschedule the appointment at a later date when I am feeling better.

Please let me know your available times, and I will do my best to accommodate.

Thank you for your understanding.

Sincerely,

[Your Name]

[Your Contact Information]