

Appointment Cancellation Notice

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 upcoming appointment scheduled for [Insert Date and Time]. Due to unforeseen circumstances and the necessity to prioritize other engagements, I will not be able to attend.

I sincerely apologize for any inconvenience this may cause, and I appreciate your understanding in this matter. I value our relationship and would like to reschedule our meeting at a later date, if possible. Please let me know your availability in the coming weeks.

Thank you for your understanding.

Best regards,

[Your Name]

[Your Position]

[Your Contact Information]