

Dear [Recipient's Name],

I hope this message finds you well. I am writing to inform you that due to [reason for cancellation], I will unfortunately need to cancel our scheduled appointment on [original date and time].

I sincerely apologize for any inconvenience this may cause. If possible, I would greatly appreciate the opportunity to reschedule our meeting. Please let me know your available dates and times, and I will do my best to accommodate.

Thank you for your understanding, and I look forward to hearing from you soon.

Warm regards,

[Your Name]

[Your Contact Information]

[Your Position, if applicable]