

# Appointment Cancellation Notice

Dear [Recipient's Name],

I hope this message finds you well. I am writing to inform you that, unfortunately, I must cancel our scheduled appointment on [Date] at [Time]. Due to a scheduling conflict, I am unable to be present.

I apologize for any inconvenience this may cause and hope to reschedule at a time that works for both of us. Please let me know your availability for the next few weeks.

Thank you for your understanding.

Best regards,

[Your Name]

[Your Contact Information]