

# Appointment Cancellation Notification

Date: [Insert Date]

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 [Insert Date and Time] due to unforeseen travel obligations.

I sincerely apologize for any inconvenience this may cause and hope to reschedule our meeting at a time that is convenient for you. Please let me know your available dates, and I will do my best to accommodate.

Thank you for your understanding.

Best regards,

[Your Name]

[Your Position]

[Your Contact Information]