

# Appointment Cancellation Notice

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 appointment scheduled for [Insert Date and Time] due to unforeseen circumstances.

I apologize for any inconvenience this may cause and hope to reschedule at a more convenient time. Please let me know your availability, and I will do my best to accommodate.

Thank you for your understanding.

Sincerely,

[Your Name]

[Your Contact Information]

[Your Position, if applicable]