

Appointment Cancellation Notice

Dear [Recipient's Name],

I hope this message finds you well. I am writing to inform you that I must unfortunately cancel our scheduled appointment on [Date] at [Time]. Due to unforeseen work commitments, I will not be able to attend.

I apologize for any inconvenience this may cause and would like to request the possibility of rescheduling our meeting at a later date. Please let me know your availability, and I will do my best to accommodate.

Thank you for your understanding.

Sincerely,

[Your Name]

[Your Position]

[Your Contact Information]