

Appointment Cancellation Letter

Date: [Insert Date]

Dear [Recipient's Name],

I hope this message finds you well. I am writing to formally inform you that I need to cancel my appointment scheduled for [insert date and time] due to [brief reason, if appropriate].

I apologize for any inconvenience this may cause and appreciate your understanding.

I would like to reschedule the appointment for a later date, if possible. Please let me know your available times, and I will do my best to accommodate.

Thank you for your attention to this matter.

Sincerely,

[Your Name]

[Your Contact Information]