

Appointment Cancellation

Date: [Insert Date]

Dear [Recipient's Name],

I hope this message finds you well. I am writing to inform you that I must cancel my appointment scheduled for [Insert Date and Time] due to health problems.

I apologize for any inconvenience this may cause and appreciate your understanding in this matter. I would like to reschedule the appointment at a later date when I am feeling better.

Please let me know your available dates and times for rescheduling. Thank you for your understanding.

Sincerely,

[Your Name]

[Your Contact Information]