

Appointment Cancellation Notice

Date: [Insert Date]

To: [Recipient's Name]

Address: [Recipient's Address]

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 [Insert Date] due to unforeseen health issues.

I apologize for any inconvenience this may cause and hope to reschedule 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]