

# Appointment Cancellation Notice

Date: [Insert Date]

To: [Recipient's Name]

[Recipient's Address]

Dear [Recipient's Name],

I hope this message finds you well. I am writing to inform you that, unfortunately, I must cancel our upcoming appointment scheduled for [Insert Date and Time] due to unexpected health concerns.

I apologize for any inconvenience this may cause and appreciate your understanding in this matter. I value our time together and hope to reschedule at a later date when I am feeling better.

Could you please provide me with your availability for the following weeks? I would like to arrange a new appointment at your earliest convenience.

Thank you for your understanding. I look forward to hearing from you soon.

Sincerely,

[Your Name]

[Your Contact Information]