

Date: [Insert Date]

Dear [Recipient's Name],

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

I apologize for any inconvenience this may cause and appreciate your understanding. I will reach out to reschedule as soon as I am feeling better.

Thank you for your understanding.

Sincerely,

[Your Name]

[Your Contact Information]