

# 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 unfortunately cancel my appointment scheduled for [Insert Date and Time] due to health-related issues.

I apologize for any inconvenience this may cause and appreciate your understanding. I would like to reschedule at a later date when I am feeling better. Please let me know the available options.

Thank you for your understanding.

Sincerely,

[Your Name]

[Your Contact Information]