

Appointment Cancellation Notice

Date: [Insert Date]

Dear [Recipient's Name],

I hope this message finds you well. I am writing to formally inform you that I must cancel my appointment scheduled for [insert date and time] due to medical reasons.

I apologize for any inconvenience this may cause and appreciate your understanding in this matter. I will reach out to reschedule at a later date when I am able.

Thank you for your attention.

Sincerely,

[Your Name]

[Your Contact Information]