

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Date]

[Recipient's Name]

[Recipient's Position]

[Company/Organization Name]

[Company Address]

[City, State, Zip Code]

Dear [Recipient's Name],

I hope this message finds you well. I am writing to officially cancel my appointment scheduled for [Date and Time] due to illness. I regret any inconvenience this may cause and appreciate your understanding.

If possible, I would like to reschedule our meeting for a later date when I am feeling better. Please let me know your availability in the coming weeks.

Thank you for your understanding.

Sincerely,

[Your Name]