

Appointment Cancellation Notice

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 our appointment scheduled for [Insert Date and Time] due to a sudden illness.

I apologize for any inconvenience this may cause and appreciate your understanding. I would be grateful if we could reschedule our meeting at a later date. Please let me know your availability, and I will do my best to accommodate.

Thank you for your understanding.

Sincerely,

[Your Name]

[Your Contact Information]