

# Appointment Cancellation Notice

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 [date and time] due to [reason].

I apologize for any inconvenience this may cause and hope to reschedule our meeting at a later date. Please let me know your availability for the upcoming weeks, and I will do my best to accommodate.

Thank you for your understanding.

Sincerely,

[Your Name]  
[Your Position]  
[Your Company]  
[Contact Information]