

Notice of Cancellation

Date: [Insert Date]

Dear [Recipient's Name],

I hope this message finds you well. I am writing to inform you that I must cancel our scheduled property viewing appointment on [Insert Date and Time].

Unfortunately, due to [reason for cancellation], I will not be able to meet as planned. I apologize for any inconvenience this may cause.

If possible, I would appreciate the opportunity to reschedule our appointment. Please let me know your availability for another day and time that may work for you.

Thank you for your understanding.

Sincerely,

[Your Name]

[Your Contact Information]