

Appointment Cancellation Apology

Dear [Recipient's Name],

I hope this message finds you well. I am writing to sincerely apologize for the cancellation of our scheduled consultation on [Date] at [Time]. Unfortunately, due to [reason for cancellation], I am unable to proceed as planned.

I understand that this may cause inconvenience, and I deeply regret any disruption this may cause to your schedule. I value your time and the opportunity to work with you.

To ensure we can still connect, I would like to propose rescheduling our consultation. Please let me know your availability for the upcoming weeks, and I will do my best to accommodate.

Thank you for your understanding. I look forward to our conversation soon.

Best regards,

[Your Name]

[Your Position]

[Your Contact Information]