

Appointment Cancellation Apology

Date: [Insert Date]

Dear [Recipient's Name],

I hope this message finds you well. I am writing to sincerely apologize for the cancellation of my medical appointment scheduled for [Insert Date and Time]. Due to [brief explanation of the reason, e.g., unforeseen circumstances], I am unable to attend.

I understand the inconvenience this may cause and appreciate your understanding. I would like to reschedule the appointment at your earliest convenience. Please let me know available dates and times.

Thank you for your understanding.

Sincerely,

[Your Name]

[Your Contact Information]