

Apology for Appointment Cancellation

Dear [Recipient's Name],

I hope this message finds you well. I am writing to sincerely apologize for the need to cancel our personal engagement scheduled for [Date and Time].

Unfortunately, due to [brief reason for cancellation, e.g., unforeseen circumstances], I am unable to attend. I value our time together and am truly disappointed that I cannot be there.

I would like to reschedule our meeting at your convenience and hope we can find a suitable time. Please let me know your availability for the upcoming weeks.

Thank you for your understanding and flexibility.

Sincerely,

[Your Name]

[Your Contact Information]