

Dear [Recipient's Name],

I hope this message finds you well. I am writing to inform you that, unfortunately, I must cancel our scheduled appointment on [Date] at [Time] due to [brief reason, if appropriate].

I sincerely apologize for any inconvenience this may cause and appreciate your understanding in this matter. I value our relationship and would be happy to reschedule at a more convenient time for you.

Please let me know your availability, and I will do my best to accommodate.

Thank you for your understanding.

Best regards,

[Your Name]

[Your Position]

[Your Company]

[Your Contact Information]