

Appointment Withdrawal Notification

Date: [Insert Date]

Dear [Recipient's Name],

I hope this message finds you well. I am writing to inform you that I am unable to attend our scheduled appointment on [Insert Date and Time] due to unforeseen circumstances.

I apologize for the short notice and any inconvenience this may cause. I greatly value our time together and hope to reschedule at a mutually convenient time.

Thank you for your understanding.

Sincerely,

[Your Name]

[Your Contact Information]