

Appointment Cancellation Notice

Dear [Recipient's Name],

We hope this message finds you well. We are writing to inform you that, unfortunately, your appointment scheduled for [Date] at [Time] has been cancelled.

We sincerely apologize for any inconvenience this may cause and appreciate your understanding in this matter. Please feel free to contact us to reschedule your appointment at your earliest convenience.

Thank you for your attention to this matter.

Best regards,

[Your Name]
[Your Position]
[Your Organization]
[Contact Information]