

# Appointment Cancellation Notice

Dear [Client's Name],

We hope this message finds you well. We regret to inform you that due to [reason for cancellation], we must cancel your appointment originally scheduled for [original date and time].

We apologize for any inconvenience this may cause and would be happy to reschedule your appointment at a time that works for you. Please reach out to us at your earliest convenience.

Thank you for your understanding.

Sincerely,

[Your Name]  
[Your Position]  
[Your Company]  
[Contact Information]