

Date: [Insert Date]

[Recipient's Name]

[Recipient's Title]

[Recipient's Organization]

[Recipient's Address]

[City, State, Zip Code]

Dear [Recipient's Name],

I hope this message finds you well. I am writing to inform you that due to unforeseen circumstances, I will unfortunately need to cancel our scheduled appointment on [Insert Date and Time].

I sincerely apologize for any inconvenience this may cause and hope to reschedule our meeting at a later date. Please let me know your availability for the upcoming weeks.

Thank you for your understanding.

Warm regards,

[Your Name]

[Your Title]

[Your Organization]

[Your Phone Number]

[Your Email Address]