

# Cancellation Notice

Date: [Insert Date]

Dear [Recipient's Name],

I hope this message finds you well. I am writing to inform you that, due to unforeseen circumstances, I must unfortunately cancel our scheduled [meeting/appointment/event] on [original date and time].

I sincerely apologize for the short notice and any inconvenience this may cause. It was not my intention to disrupt your schedule, and I appreciate your understanding in this matter.

Should you require rescheduling, I am more than willing to find a suitable time that accommodates both our schedules. Please let me know your availability, and I will make every effort to accommodate.

Thank you for your understanding. I look forward to your response.

Best regards,

[Your Name]

[Your Position]

[Your Company]

[Your Contact Information]