

Apology Letter for Last-Minute Appointment Cancellation

Dear [Recipient's Name],

I hope this message finds you well. I am writing to sincerely apologize for having to cancel our appointment scheduled for [Date and Time] at the last minute. Unfortunately, [brief explanation of the reason, e.g., a family emergency or unforeseen circumstances].

I understand that this may have caused inconvenience to your schedule, and for that, I am truly sorry. I value our relationship and I appreciate your understanding in this matter.

I would like to reschedule at your earliest convenience, if possible. Please let me know a time that works for you, and I will do my best to accommodate.

Thank you for your understanding and patience. I look forward to seeing you soon.

Warm regards,

[Your Name]

[Your Contact Information]